

THE EUROPEAN MARINE ENERGY CENTRE  
JOB DESCRIPTION AND PERSON SPECIFICATION  
TECHNICAL PROJECT MANAGER

**Reports to:** Head of Strategic Projects

**Purpose:** To lead projects across EMEC's diverse portfolio, including floating offshore wind, wave, tidal and integrated energy systems. Lead projects with emphasis on strategic infrastructure and growth. Ensure projects are delivered safely, efficiently, and to a high standard, continually seeking to minimise time, cost, and risk. Play an active role in the ongoing development and maturity of the Strategic Projects Team (SPT).

**Responsibilities:**

1. Manage the project lifecycle process safely from start to closure, with high-quality, aiming to reduce time, cost and risk, ensuring the project is delivered to the client / funder's satisfaction and in-line with the reputation and standards of EMEC.
2. Lead and manage technical site development activities, from feasibility and engineering design through implementation, commissioning and handover – in close collaboration with the Senior Technical Project Manager.
  - a) Take ownership of grid connection upgrades, including substation consenting, design and build, as lead EMEC contact for stakeholders.
  - b) Ensure that the scope of work, contract and resulting budget and schedule are aligned with the objectives of the project charter, as agreed by project stakeholders.
  - c) Schedule the project activities, by coordinating with the relevant project stakeholders, including partners and subcontractors, resulting in the development of a work breakdown structure and defined work packages. Supervise, monitor and control the project, providing updates on progress, budget and risks.
  - d) Coordinate the allocation and planning of resources, both internally and externally with partners and sub-contractors, to ensure each work package has appropriate resources to achieve the required deliverables. Ensure high standards of stakeholder management across the project portfolio.
  - e) Contribute technically to HAZID/HAZOPS ensuring they are managed and evidenced appropriately contributing to best practice in site safety. Facilitate root cause analysis workshops and lead Failure Modes and Effects Analysis (FMEA) within technical projects.
  - f) Work in close communication and coordination with the relevant staff members of the SPT, particularly the Senior Technical Project Manager, as well as funders/clients, to ensure an efficient and accurate claims/ invoice process in line with the contracted T&Cs and agreed payment schedule(s).

- g) Capture and disseminate project data and lessons learnt, embedding these into 'company memory', communicating the feedback through improvement processes with relevant external stakeholders.
- 3. Contribute to the continual development of the SPT, in some cases leading internal improvement projects, to improve the project lifecycle and capability of the wider project teams.
- 4. Ensure that EMEC's Integrated Management System is adhered to and assist with identifying and progressing improvement actions, supporting EMEC's quality functions and accreditations.
- 5. From time to time carry out other assignments which may differ from the above as instructed by the Head of Strategic Projects. Work closely and flexibly with all EMEC staff from across the business.

#### **Reports:**

There are no direct reports to this post. Permanent and temporary staff may report to this position on a functional level whilst working on the project.

#### **Person Specification:**

##### **Education:**

Essential – Degree or equivalent qualification in Engineering, Marine Renewables, or a related discipline.

Desirable – A recognised project management qualification (e.g. PRINCE2).

##### **Skills, Knowledge and Experience:**

Essential - Strong influencing and communication skills, with the ability to manage projects effectively and make evaluative, decisive decisions, including in situations of conflict. Well-developed critical thinking, analytical capability, and organisational skills. Able to write clearly for a range of audiences. Sound knowledge of IT systems, safety culture and engineering practices. Proven track record of project delivery managing ad-hoc teams in a Project Management role.

Desirable – Knowledge of the challenges of working in the maritime environment. Three years or more working in the energy sector, ideally with offshore wind experience. Experience managing grant funded projects. Experience in infrastructure sectors, ideally in a commercial setting. Experience working with regulators and statutory consent processes.

##### **Personal Attributes:**

Essential – Natural team worker. Determined to see team achieve success. Drives performance of teams while promoting the wellbeing of those within a team. Approachable and able to get the best from people. High sense of responsibility and integrity. Self-reliant and able to carry out complex tasks single-handed when appropriate. Confident in dealing with clients and a wide range of stakeholders alike, at all levels. Excellent attention to detail. Good problem-solving capability.

##### **Special conditions associated with the role:**

1. The post is based in Orkney.
2. Some flexibility in hours is likely to be required.
3. Must be able to travel for some meetings, conferences, etc (as necessary), may well include international travel.