

**THE EUROPEAN MARINE ENERGY CENTRE**  
**JOB DESCRIPTION AND PERSON SPECIFICATION**

**PROJECT MANAGER**

**Reports to:** Head of Projects

**Purpose:** To manage projects across EMEC's project portfolio, ranging from Tidal, Wave, Hydrogen, Offshore Wind and/or Integrated Energy Systems. Manage projects safely and with high-quality, while striving to reduce time, cost and risk. Play an active role in the continual development of the Project Management Office (PMO).

**Responsibilities:**

1. Manage the project lifecycle process safely and with high-quality, aiming to reduce time, cost and risk, ensuring the project is delivered to the client's satisfaction and in-line with the reputation and standards of EMEC.
  - a) Ensure that the scope of work, contract and resulting budget and schedule are aligned with the objectives of the project charter, as agreed by the relevant project stakeholders.
  - b) Schedule and sequence the project activities, by coordinating with the relevant project stakeholders, including partners & subcontractors, resulting in the development of a work breakdown structure and clearly defined work packages.
  - c) Coordinate the allocation and planning of resources, both internally and externally with partners & sub-contractors, to ensure each work package has the appropriate resources to achieve the required deliverables.
  - d) Coordinate and lead on the risk management of the project, ensuring all partners, and relevant stakeholders actively contribute to risk identification, management and mitigation across the whole project lifecycle (initiation, planning, execution and close).
  - e) Coordinate the management of project monitoring & control across the whole project lifecycle and ensure the timely and accurate reporting across each project.
  - f) Work in close communication and coordination with the relevant staff members of the PMO, as well as project funders/clients, to ensure an efficient and accurate claims or invoice process in line with the contractual terms & conditions and agreed payment schedule(s).
  - g) Ensure a high standard of stakeholder management by working in close communication and coordination with project stakeholders, both internal and external.
  - h) Ensure an effective project closure process in-line with the project lifecycle, capturing and disseminating the project data and lessons learnt, embedding these into 'company memory', and communicating the feedback through improvement processes both internally and with relevant external stakeholders.

2. Contribute to the continual improvement of the PMO, in some cases leading internal improvement projects, which are relevant to improving the project lifecycle and capability of the wider project teams.
3. Ensure that the EMEC Integrated Management System is adhered to and assist the Quality Manager and others with identifying and progressing improvement actions, supporting EMEC's accreditation by the UK Accreditation Service (UKAS) or other relevant body.
4. From time to time carry out other assignments which may differ from the above as instructed by the Head of Projects.
5. 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 – A broad-ranging educational background, which may include either a business, financial, technical, engineering and/or a project management discipline, representing a good level of ability across a variety of fields.

Desirable – A recognised project management qualification.

### Skills & Knowledge:

Essential - Influencing and communication skills. Project management. Evaluative and decisive in decision-making, the ability to manage conflict. Well-developed critical and analytical skills. Good organisational abilities. Writes well for a variety of audiences (e.g. technical, regulatory, management). IT literate. Create an open & inclusive environment for all involved in the project team.

Desirable – Knowledge of the challenges of working in the maritime environment. Past experience of managing European, UK or other grant funded projects. Ability to speak another language to a reasonable level. Experience with MS Project or other Project Management software and MS SharePoint. Knowledge of business practices across European countries, notably North-West Europe

### 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. Positive bias towards renewable forms of energy. Can maintain a calm approach when placed under pressurised conditions. Be a positive ambassador for EMEC, promoting the company values at all times.

### Experience

Essential - Effectively managed ad-hoc teams. Worked effectively within a project management focussed environment. Management of multiple partners simultaneously. Working within EU and UK grant funding mechanisms or other complex stakeholder arrangements. Whilst working across differing funding platforms, understand the governance required to fulfil EMEC's role and obligation with the consortium agreement or contract.

Desirable - Preparation and presentation of papers at conferences. Delivery of large projects and experience in preparing for financial audits. Three years or more working in the energy sector. Proven ability to identify opportunities and maximise project funding.

### Special Conditions Associated with the Role:

1. Some flexibility in hours is likely to be required.
2. Must be able to travel for some meetings, conferences, etc (as necessary), may well include international travel.
3. Be able to attend conferences as either a delegate or speaker, to promote EMEC and the benefits of a project to the wider industry & regulators.