

THE EUROPEAN MARINE ENERGY CENTRE
JOB DESCRIPTION AND PERSON SPECIFICATION
ASSISTANT PROJECT MANAGER (Level 1)

Reports to: Head of Projects.

Purpose: Assist with the management of projects across EMEC's project portfolio, ranging from Tidal, Wave, Hydrogen, Offshore Wind and/or Integrated Energy Systems gaining on the job experience whilst working towards Project Manager qualifications. 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. Support the management of 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 under supervision of the lead project manager.
 - b) Assist with the schedule and sequence of the project activities, by coordinating with the relevant project stakeholders, including partners and 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 with the support of the lead project manager.
 - d) Support with the coordination of 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) Assist and lead where appropriate 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 bodies.
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, representing a good level of ability across a variety of fields.

Desirable – Working towards a recognised project management qualification.

Skills & Knowledge:

Essential - Influencing and communication skills. Project management experience or working towards appropriate qualifications. 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 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. Act as a positive ambassador for EMEC.

Experience:

Essential - Effectively managed ad-hoc teams. Worked effectively within a project management focussed environment. Management or co-ordination 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.