

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

Reports to: Commercial Director

Purpose: To project manage the portfolio of energy transition projects delivered through and associated with the Islands Centre for Net Zero (ICNZ).

Responsibilities:

1. Lead the Demonstrations Work Package (WP4) in ICNZ, managing the delivery of energy transition projects, at first primarily in Orkney, with an expectation of further Outer Hebrides and Shetland collaborative projects as further funding is identified.
2. Project management: schedule and sequence project activities by coordinating with the relevant project stakeholders, including partners and subcontractors, resulting in the development and delivery clearly defined work packages.
3. Resource management, both internally and externally with partners and sub-contractors, to ensure each project has the appropriate resources to achieve the required deliverables.
4. Risk management: coordinate and lead on the risk management of the projects, ensuring all partners, and relevant stakeholders actively contribute to risk identification, management and mitigation across the whole project lifecycle (initiation, planning, execution and close).
5. Monitor, signpost and create links with associated projects inside and outwith EMEC in order to capitalise on knowledge and resource sharing opportunities.
6. Coordinate the management of project monitoring and control across the whole project lifecycle and ensure the timely and accurate reporting across each project.
7. Work in close communication and coordination with the relevant staff members at EMEC, 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).
8. Ensure a high standard of stakeholder management by working in close communication and coordination with project stakeholders, both internal and external.
9. 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.
10. 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.
11. From time to time carry out other assignments which may differ from the above as instructed by the ICNZ Project Director who will manage day to day activities.

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-level educational background or equivalent work experience in business, technical, environmental disciplines and/or demonstrable project management experience or qualifications, representing a good level of ability across a variety of fields.

Desirable – A recognised project management qualification.

Skills and knowledge:

Essential – People management skills. Firm grasp of project management processes and their application. Evaluative decision-making capabilities. The ability to manage conflict. Well-developed critical and analytical skills. Writes well for a variety of audiences (e.g. technical, regulatory, management). IT literate. Creates an open & inclusive environment for all involved in the project team.

Desirable – Change management experience. Knowledge of the challenges associated with transitioning to net zero emissions. Knowledge of islands infrastructure and institutions. Experience with grant- or publicly funded projects.

Personal attributes:

Essential – Proactive 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 resolve challenges independently where appropriate. Confident in dealing with clients and diverse stakeholders alike. Excellent attention to detail. Good problem-solving capability. Can maintain a calm approach when under pressure.

Experience:

Essential – Management of cross-disciplinary teams. Working effectively within a project management focused environment. Experience with managing multiple stakeholders and competing priorities. Working within grant funding mechanisms or other complex stakeholder arrangements. Understanding of governance requirements and the purpose of consortium agreements or contracts.

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

Special conditions associated with the role:

1. Post based in Orkney.
2. Some flexibility in hours is likely to be required.
3. Must be able to travel for some meetings and conferences as necessary.