

THE EUROPEAN MARINE ENERGY CENTRE
JOB DESCRIPTION AND PERSON SPECIFICATION
BUSINESS DEVELOPMENT COORDINATOR

Reports to: Commercial Manager.

Purpose: Identify, develop and secure opportunities for EMEC to grow its portfolio of projects.

Responsibilities:

1. Coordinate the pipeline of demonstration projects coming to EMEC from feasibility discussions through to full contracts.
2. Produce time, cost and scope materials for proposals and contracts related to projects at EMEC.
3. Tracking of funding sources for or towards demonstration, and liaise with relevant clients on emerging opportunities.
4. Support EMEC's service development in topics that can be offered alongside technology demonstration.
5. Coordinate the engagement with new technologies and develop opportunities for testing with EMEC.
6. Coordinate the handover of projects to EMEC project delivery teams and maintain awareness of future commercial requirements related to these contracts.
7. Build and maintain strong networks in relevant business sectors forming collaborations between EMEC and key supply chain partners.
8. Identify and represent EMEC at conferences and workshops, events, and other activities, sometimes including speaking positions.
9. Support the Commercial Manager in the development and delivery of the companies' commercial strategy.
10. Support the key delivery of projects by contributing to reports and providing commercial and market insights from the offshore renewable energy generation and decarbonisation sectors.
11. 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.
12. From time to time carry out other assignments which may differ from the above as instructed by the Commercial Manager or Commercial Director.

Reports: there are no direct reports to this position.

Person Specification

Education:

Essential – Educated to degree level, ideally in a science, business or technical subject.

Desirable – Post graduate degree in a discipline related to business, hydrogen or renewable energy.

Skills & Knowledge:

Essential – Strong communication and interpersonal relations skills with an ability to adapt information and present it in an advantageous manner. Computer literate with strong knowledge of MS Office products, in particular number literacy. Coordination and multi-tasking, balancing dynamic priorities. An ability to communicate complex project ideas in a clear and concise manner using text, images, graphs, project plans and budgets. Ability to link a project to strategic objectives in order to secure buy in from third parties. Knowledge of commercial contract negotiation.

Desirable – Knowledge of the hydrogen sector, synthetic fuels and other decarbonisation technologies. Specific knowledge of preparing and negotiating contracts. Commercial understanding and acumen. Experience in drafting grant funding applications and commercial proposals.

Personal Attributes:

Essential – Self-motivated, able to develop agreed initiatives, owning the task but maintaining a strong relationship with the team at EMEC. Positive passion / bias towards zero carbon technologies. Ability to establish relationships with people (stakeholders, clients, potential clients) without undermining position for commercial negotiations. Ability to interact well and familiarise with other disciplines. Need to be motivated by the prospect of achieving commercial success and intention to develop a commercial career pathway. Strong attention to detail and an ability to follow procedures and processes.

Desirable - Ability to interact well and familiarise with other disciplines.

Experience

Essential – Two years' experience in a commercial environment.

Desirable – Experience in business, hydrogen or renewable energy sector.

Special Conditions Associated with the Role:

The role will involve regular UK and overseas travel for business activities.