

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

Reports to: Head of Strategic Projects.

Purpose: Manage and deliver the portfolio of energy transition projects associated with the Islands Centre for Net Zero (ICNZ). Identify commercially valuable opportunities, develop project concepts, and support delivery of funded demonstration activities.

Responsibilities:

- 1. Project development and delivery:** Lead the ICNZ Accelerator and Demonstrations Work Packages, whilst identifying, scoping and developing new projects which align with island decarbonisation, as well as working with EMEC teams, partners and technical specialists.
- 2. Stakeholder engagement and industry liaison:** Build strong trusted relationships with local industries, communities, business and public sector partners across Orkney, Shetland and the Outer Hebrides. Engage stakeholders across key sectors and facilitate workshops, meetings and presentations to advance project development.
- 3. Funding and finance management:** Liaise with funders and support development of applications, proposals and commercial pitches, whilst monitoring project budgets and expenditure and contributing to financial and technical reporting across the project portfolio.
- 4. Continuous improvement and organisational support:** Support development of project delivery frameworks, processes and tools which enhance EMEC's project lifecycle and quality systems. Participate in, and occasionally lead, internal improvement initiatives aligned with Strategic Project priorities.
- 5. Collaborate flexibly with EMEC staff** across the business and undertake additional assignments as required for the project and other relevant projects.
- 6. 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.
- 7. From time to time carry out other assignments** which may differ from the above as instructed by the Head of Strategic Projects and the Programme Manager (ICNZ).
- 8. Work closely and flexibly** with all EMEC staff from across the business.

Person Specification

Education:

Essential – Degree-level education or equivalent experience in business, technical or environmental fields.

Desirable – Project management qualification.

Skills & Knowledge:

Essential - Strong analytical, decision-making and communication skills; able to write clearly for varied audiences.

Desirable – Background with publicly funded projects, governance processes or consortium agreements.

Personal Attributes:

Essential – Ability to demonstrate integrity, accountability, attention to detail and resilience under pressure. A self-starter who can take a basic brief and work independently, using initiative to drive tasks forward and get things done without close supervision.

Desirable - Confident engaging with clients and stakeholders across varied sectors.

Experience

Essential - Experience in project coordination or management, with skills in planning, scheduling, budgeting and risk management.

Desirable - Experience in island, rural, community-based or low carbon sectors.

Special Conditions Associated with the Role:

1. This role is based in Orkney.