



Job Description

Job Details	
Job Title	Project Manager – Pembrokeshire Office
Department	Research & Disruptive Innovation (RDI)
Location	Pembroke Dock, South West Wales
Title of Direct Superior	MEECE Programme Manager
No. of Immediate Subordinates	Three
Grade	
Advert Text	<p>The Offshore Renewable Energy (ORE) Catapult partners with innovative companies in the offshore renewables sector and related areas, to increase UK jobs, productivity and exports. We own and operate £250m-worth of world-leading test and demonstration facilities, backed by deep research and engineering expertise in key technology areas.</p> <p>ORE Catapult is building a presence in Wales, with a current team of seven that could increase to around forty over the next few years. The team will deliver a number of flagship grant-funded projects, such as:</p> <ul style="list-style-type: none"> • The Marine Energy Engineering Centre of Excellence (MEECE) in Pembroke Dock, South West Wales. MEECE will work with Welsh Universities and with the Marine Energy Test Area, to deliver innovation projects on behalf of Welsh companies, to demonstrate, verify and validate new technologies. MEECE will be funded by the European Regional Development Fund (ERDF). • The Milford Haven Energy Kingdom (MH:EK) project, which will design and trial integrated local markets for hydrogen, to pave the way for the national energy infrastructure along Milford Haven waterway to transition to a renewables-hydrogen future. <p>We are looking for a Project Manager to join the RDI team. Based in South West Wales, this role will initially focus on delivery of the MEECE and MH:EK projects and will be pivotal in ensuring that MEECE and MH:EK deliver their agreed outputs, within the constraints of timescales, budget and finance structure, and in compliance with funding and procurement rules.</p> <p>The successful candidate will have extensive experience of EU-funded projects and will have a mix of skills, including a good grasp of engineering and how businesses work. You will have a flexible attitude to working within a small team, with shared responsibilities, and will understand the importance of gathering and recording information within this kind of project.</p>
Business Context	<p>The ORE Catapult's vision is to be the world's leading offshore renewables technology centre. Our growth plan, backed by a five-year funding agreement announced by the Prime Minister in summer 2018, is on track. The RDI Directorate develops and delivers the Catapult's most cutting-edge projects, focussing on the new frontiers being pushed by the sector. As the project portfolio grows, the RDI team needs to expand its project management capabilities to meet this demand.</p>

	Working closely with a range of local stakeholders this post will support Catapult's strategic interests in Wales, enhancing an already strong marine cluster and a capable supply chain.
Main Purpose	The primary objective of the Project Manager is to ensure that the MEECE and MH:EK projects are managed to deliver the agreed outputs, within the constraints of the agreed timescales, budget and finance structure, and in compliance with funding rules.
Key Responsibilities	<p>Responsibilities of the role shall include:</p> <ul style="list-style-type: none"> • Work with the MEECE Academic Lead and lead academics at each Joint Beneficiary to ensure that all parts of the MEECE Operation are complying with MEECE management systems and processes • Work with MH:EK project partners to ensure compliance with agreed management systems and processes • Work with UKRI monitoring officers to ensure that M&E Plans are being followed. • Ensure the project management of individual projects and programmes is appropriate and consistent with ORE Catapult strategy and delivered according to the Company's policies and procedures. • Manage project team resources, providing opportunities and direction that will inspire and motivate people to achieve superior results. • Coordinate project activities and risk management. • Provide input, support and expertise to project teams to ensure that input is given to early stage development activities. • Communicate effectively, providing regular and ad-hoc reports, in the format & quality required, and foster open communication across teams. • Monitor budget for projects and programmes ensuring that cost forecasts remain within the overall project budgets. • Commit to ensuring and maintaining a high standard of health & safety awareness through encouraging safe behaviours within and outwith direct reports, contractors and other stakeholders. • Ensure all projects and programmes are closed out effectively, including all relevant and necessary documentation filed and stored appropriately. • Any other duties that may reasonably be required from time to time to deliver ORE Catapult objectives.
Authority & Decisions	<p>Monitor the execution phase of MEECE and MH:EK to ensure that cost, schedule and deliverables are in full compliance with the agreed delivery profiles.</p> <p>Ensure the delivery is in accordance with funding rules.</p> <p>Proactive management of projects and programmes to ensure appropriate strategies are employed to deliver optimum value to ORE Catapult from projects and programmes.</p>
Key Capabilities	<p>To succeed in the role the Project Manager will have:</p> <ul style="list-style-type: none"> • Experience of European and public funded projects and public procurement rules. • A recognised project management certificate or diploma, or equivalent, evidenced experience. • Strong ability in Maths, English and Sciences • A track record of successfully leading multi-discipline teams in the delivery of projects and programmes. • Experience of negotiating and managing commercial contracts. • Awareness of occupational Health & Safety issues. <p>The following are desirable:</p> <ul style="list-style-type: none"> • A degree or equivalent in a technical or business discipline. • Sound relationship management skills and confidence working with Project Directors, senior management (internal and external) and consultants. • Influencing, negotiating, and communication skills. • Sound planning and analysis skills with the ability to look forward and see / anticipate problems and thereafter plan and implement mitigating solutions to negate the effect of such problems. • Innovation and creative thinking. • Problem solving – dealing with conflicting requirements. • Tenacity, persistence and determination to succeed in overcoming obstacles. • High capacity for change and experience of leading others through change. • Contribute (or ensure resources are available) to early development projects, giving advice to the Project Teams on “deliverability” and commercialisation.

Key Contacts & Relationships	<ul style="list-style-type: none"> • Internal: The MEECE Programme Manager, RDI team leads, ORE Catapult Directors, other Project Managers and all other staff members. • External: The MEECE Academic and Industry Leads, Lead Academics at the Joint Beneficiaries, and ERDF personnel at the Welsh European Funding Office who deal with ERDF claims. Senior stakeholders in other public agencies and in industry.

Approval

Job Holder			
	Name	Signature	Date
Responsible Manager			
	Name	Signature	Date