



## JOB DESCRIPTION

- JOB TITLE:** Technical Manager
- RESPONSIBLE TO:** Development Project Manager
- FUNDED BY:** Pembrokeshire Demonstration Zone funded by European Regional Development Fund through the Welsh European Funding Office, Swansea Bay City Deal and Wave Hub Development Services Ltd (WHDS) Trading as Celtic Sea Power (CSP)  
**This is a fixed term contract until 30<sup>th</sup> June 2023.**
- SUPERVISORY RESPONSIBILITY:** None
- LOCATION** Based in CSP's Pembroke Dock Office with some remote working, including regular travel throughout Wales, Southwest UK and occasional overseas travel.
- KEY RELATIONSHIPS:**
- Company:** Celtic Sea Power (CSP) Board of Directors, CSP Chairman, CSP Project Director, CSP Business Development Director, CSP Finance and Business Manager.
- External:** Pembroke Dock Marine Partners (Port of Milford Haven, Marine Energy Wales, Marine Energy Engineering Centre of Excellence).
- MAIN PURPOSE OF THE JOB:**
- To provide technical support in the delivery of Phase 2 of the Pembrokeshire Demonstration Zone (PDZ) development plan which will result in detailed designs (with associated consents submitted) for strategically enabling infrastructure capable of accelerating Floating Offshore Wind in the Celtic Sea and supporting future test and evaluation activities in the Zone.
  - Work with contractors to deliver concept design and FEED for offshore cables, onshore cables, electrical infrastructure & grid connection to support both Floating Offshore Wind and future generating technologies at PDZ and the wider Celtic Sea.
  - To own and maintain the projects basis of design, design risk register and grid connection application.
  - To provide technical input into all consenting activities.
  - To act as the project's QHSE Manager, liaising with internal and external parties to ensure the HSE requirements are identified and planned for.
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## Service Delivery

- Working with contractors and Celtic Sea Power (CSP) staff, ensure that all project design activities are carried out in an integrated way, managing key interfaces where required,
- Lead on developing the grid connection agreement in conjunction with contractors,
- Own and manage the Phase 2 design risk register. Hold regular design risk workshops and ensure that all design activities are carried out in accordance with industry best practice,
- Ensure that the basis of design is fit for purpose through consultation with potential development partners and technical stakeholders,
- In conjunction with contractors, develop, maintain and update a “Phase 3” cost model providing realistic inputs for potential co-investment consideration,
- Maintain oversight of the Quality Management aspects of the main delivery contracts to ensure deliverables in line with aspiration,
- Ensure that all CSP material, specifications, requirements and data supplied to contractors, regulators and stakeholders is accurate, fit for purpose and timely,
- Ensure that all project procurement, cost defrayal and record keeping is in line with all ERDF and other funding rules.

## Relationship Management

- Develop, and maintain, excellent relationships with technical stakeholders including (but not limited to) PDM Partners, Statutory and non-statutory consultee’s e.g. the local fishing community, National Grid (Electric and Gas Transmission), Western Power Distribution, project developers, technology developers, landowners and potential future operator vehicle partners.

## Leadership & Management

- Maintain a professional and knowledgeable demeanour throughout. Act as Celtic Sea Power’s key technical expert within the wider PDM project,
- Present to stakeholders, partners, conferences and the public on the technical aspects of the project

## Performance reporting & management

- In support of the Development Project Manager, provide timely management information including activity/ progress reports, budget updates, identified issues, risk update etc,
- Provide regular project HSE reports for the CSP Board.

## Resource Management

- In support of the Development Project Manager, maintain day to day responsibility for CSP’s Pembrokeshire office including all company property, IT equipment, PPE and other material therein,



### Technical Expertise

- Maintain professional knowledge to ensure credibility and competence

### KEY RESULT AREAS:

- Delivery of project FEED on budget and on time,
- Submission of project consent applications on budget and on time,
- Fit for purpose design meeting the requirement to catalyse the Celtic Sea

*This job description is not comprehensive or exclusive and duties may be varied from time to time, but these will not change the general character or level of responsibility of the job. This job description and your performance will be regularly reviewed with you. Good communication and organisation skills as well as self-motivation and self-confidence will remain essential qualities to fulfil this role.*

*In addition to fulfilling this specific role, you may occasionally be required to make your abilities available to help meet related business needs of the Company. This would only be required if authorised by your Manager and subject to confirmation that precedence is given to your normal duties*

**Date last reviewed: 12.01.2022**

**Approved by manager:**

**Agreed with post holder:**



## PERSON SPECIFICATION

**JOB TITLE:** Technical Manager

### EXPERIENCE

Essential	Desirable	How identified
<p>Successful track record of delivering complex offshore engineering design/ FEED projects.</p> <p>Experience with offshore HV electrical infrastructure, designs, sub-sea cables, onshore connections.</p> <p>Track record of working in high performance QHSE environments.</p> <p>Sound procurement and contract management experience</p> <p>Experience of preparing management reports, risk registers and briefs for complex offshore, development, infrastructure projects</p>	<p>Good knowledge of offshore renewable technologies including offshore wind</p> <p>Offshore consenting processes (UK and Wales)</p> <p>Experience of public/private sector partnerships</p>	<p>Application Form</p> <p>References</p> <p>At interview</p>

### EDUCATION & TRAINING

Essential	Desirable	How identified
<p>Degree and/or professional qualification in an engineering discipline.</p>	<p>Offshore/ Marine Qualification or equivalent experience</p> <p>Project Management Qualification</p>	<p>Application form / CV</p> <p>Certification</p>

### BEHAVIOURS

Essential	Desirable	How identified
<p>Confident communication skills, open and</p>	<p>Commercially and politically aware with the ability to</p>	<p>Application form / CV</p>

<p>approachable style</p> <p>Excellent communication, presentation and networking skills</p> <p>Ability to work within a team and motivate groups and individuals</p> <p>Able to inculcate a robust/ high performance QHSE culture through own behaviour</p> <p>Enthusiastic and positive approach</p> <p>Resilience and adaptability</p>	<p>influence outcomes with diplomacy</p>	<p>Interview</p> <p>References</p>
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### KNOWLEDGE & SKILLS

Essential	Desirable	How identified
<p>Ability to use initiative, innovate and find solutions that are achievable and realistic</p> <p>Detailed knowledge of engineering Quality Assurance tools and techniques</p> <p>Detailed knowledge of engineering design processes and procedures</p> <p>Ability to understand and interpret engineering drawings, models, schematics and other relevant information.</p> <p>Excellent data/information gathering, analysis and report writing skills</p>	<p>Ability to use CAD/ 3D Modelling software</p>	<p>Application form / CV</p> <p>Interview</p> <p>References</p>

### ANY ADDITIONAL FACTORS

Essential	Desirable	How identified
<p>Fully competent in the use of ICT including the main Microsoft packages</p> <p>Some flexible working outside normal office hours may be required</p> <p>Able to effectively work remotely</p> <p>Willingness and ability to travel both within and outside Wales</p>	<p>Access to own vehicle</p>	<p>Application form / CV</p> <p>Interview</p> <p>References</p>