

JOB DESCRIPTION

JOB TITLE:	Project Officer
RESPONSIBLE TO:	Business Development Manager
FUNDED BY:	Part funded by European Regional Development Fund This is a fixed term contract until 30th June 2023.
LOCATION	Main contact office will be Hayle with some working from home. Occasional travel throughout Pembrokeshire and Southwest UK.

MAIN PURPOSE OF THE JOB:

- To deliver a sub-project within the Cornwall FLOW Accelerator (CFA)
- Celtic Sea Resource, Workforce and GVA development - to build a baseline of key resource requirements for the Celtic Sea FLOW industry which will be used to inform and support a workforce plan. Develop a first iteration of a workforce planning roadmap.

Service Delivery

- Establish a database of competencies and capabilities projected for Celtic Sea FLOW in the 2030s
- Develop a roadmap for meeting capacity requirements in 2030s
- Conduct literature review / meta-study of existing work in region on skills development and GVA analysis
- Consider the GVA impacts of meeting predicted resource requirements.
- Support the Celtic Sea Power business development manager.

Leadership & Management

- Maintain a professional and knowledgeable demeanour throughout.
- Be organised and flexible. Manage own tasks and outputs whilst remaining integrated with the CSP and CFA teams.
- Present to stakeholders, partners, conferences and the public on the project, its benefits and progress.
- Act as an ambassador for Celtic Sea Power

Relationship Management

- Work closely with the Celtic Sea Power (CSP) team, Cornwall FLOW Accelerator partners, Celtic Sea Cluster and key Stakeholders.

KEY RESULT AREAS:

- The production of the first iteration of a workforce planning roadmap.
- Supporting the wider team at Celtic Sea Power.
- Meeting the Cornwall floating wind accelerator project objectives.

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.

Excellent 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: 11/03/2022

Approved by manager: 11/04/2022

Agreed with post holder:

PERSON SPECIFICATION

JOB TITLE: Project Officer - Workforce

EXPERIENCE

Essential	Desirable	How identified
Track record of delivering projects. Track record demonstrating organisational ability.	Processes and methods associated with offshore wind or comparable industry Workforce and resource planning Experience of EU funding Programmes or similar.	Application Form. References. At interview.

EDUCATION & TRAINING

Essential	Desirable	How identified
Educated to degree level or equivalent experience and training	Msc qualifications in related field.	Application form / CV. Certification.

BEHAVIOURS

Essential	Desirable	How identified
Analytical approach to work and strong attention to detail. Ability to problem-solve. Self-motivated with the ability to work with a minimum amount of supervision. Ability to use initiative to prioritise and organise workload. Excellent communication skills, with ability to communicate both orally and in writing in a clear,	“Customer focused” in approach to project partners, stakeholders, and funders. Mind set of change, growth, and continuous improvement.	Application form / CV. Interview. References.



concise, professional, and diplomatic manner.		
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KNOWLEDGE & SKILLS

Essential	Desirable	How identified
<p>Ability to process information and data efficiently and effectively.</p> <p>Ability to compile information, format and present in an effective way.</p>	<p>Workforce and resource planning</p> <p>Good understanding of public funding.</p>	<p>Application form / CV.</p> <p>Interview.</p> <p>References.</p>

ANY ADDITIONAL FACTORS

Essential	Desirable	How identified
<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 within the UK.</p>	<p>Access to own vehicle.</p> <p>Facilities to safely work from home.</p>	<p>Application form / CV.</p> <p>Interview.</p> <p>References.</p>