

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Project Officer
<b>RESPONSIBLE TO:</b>	Strategic Offshore Development Manager
<b>FUNDED BY:</b>	Part funded by European Regional Development Fund <b>This is a fixed term contract until 30<sup>th</sup> June 2023.</b>
<b>LOCATION</b>	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)
- Development of an Energy Model which supports usage of Floating Offshore Wind (FLOW) generated energy to meet local industrial demand and roadmap to delivery.

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### Service Delivery

- Develop an outline Cornish Industrial Cluster as a focus for un-forecasted demand
- Review of existing and current local energy demand and supply studies
- Formulate solutions for joining up un-forecasted demand and supply
- Quantify demand v supply
- Act as focal point for interface with national projects including, but not limited to, Milford Haven Energy Kingdom, Scottish/ Orkney Energy projects.

### 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 an Energy Model supports usage of FLOW generated energy in Cornwall
- A defined Cornwall Industrial Cluster
- 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.	Energy modelling and/ or mapping	Application Form.
Track record demonstrating organisational ability.	Experience of EU funding Programmes or similar.	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
<p>Analytical approach to work and strong attention to detail.</p> <p>Ability to problem-solve.</p> <p>Self-motivated with the ability to work with a minimum amount of supervision.</p> <p>Ability to use initiative to prioritise and organise workload.</p> <p>Excellent communication skills, with ability to communicate both orally and in writing in a clear, concise, professional, and diplomatic manner.</p>	<p>“Customer focused” in approach to project partners, stakeholders, and funders.</p> <p>Mind set of change, growth, and continuous improvement.</p>	<p>Application form / CV.</p> <p>Interview.</p> <p>References.</p>

## 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>Energy markets, policy, and regulation</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>