

## **Job Description: Project Manager – Orkney**

### **Reporting to**

CES Head of Innovation

### **Main Purpose**

To co-ordinate and manage the day to day delivery of key Orkney projects.

### **Main Tasks**

- After suitable familiarisation, training and support, to work with, and to, the Project Director (Head of Innovation) on a number of groundbreaking and key CES projects in Orkney. Effectively co-ordinating the delivery of the day to day aspects of CES's involvement in : the **Surf 'n' Turf** and **BIG HIT** hydrogen projects and the **Heat Smart Orkney** and **SMILE** domestic heating, and grid smart demand projects within approved timescales and budgets and provide early notice of any likely issues and exceptions to the agreed project plan.
- To work closely and effectively with the existing local and national CES team on the delivery of the above and required cross-activity contributions to related projects and proposals.
- To act as the first point of contact for external issues and queries and referral as appropriate to the Project Director for Surf 'n' Turf, BIG HIT and SMILE.
- To work closely and effectively with local and international external partners in order to deliver the above projects, ensure the relevance and usefulness of CES to its members and target groups, to effectively represent CES and develop new local relationships where appropriate.
- To maintain an effective progress monitoring regime and ensure accurate and regular (monthly) reports on project progress and budget status to the Project Director and to project partnerships via CES.
- To ensure all key project information is accurately documented.
- To ensure close and effective liaison between CES and our partners and our funders and other external project stakeholders.
- To provide the secretariat for the CES Hydrogen Projects Board and relevant Project Partnership Group meetings.
- To ensure that all external project funding is invoiced / claimed within agreed funding schedules in close liaison with the CES Finance Officer.
- To work with CES' H&S Officer to ensure that high safety standards are followed throughout the projects.
- To establish and operate a well-structured monitoring and evaluation framework for the Orkney projects, allowing clear demonstration of technical and other issues, impacts, and outcomes.
- To establish a high quality technical information base relating to all aspects of the Orkney projects.

- To establish an effective information dissemination process in liaison with project partners to work with CES' PR & Communications Officer to ensure good public profile is achieved for the Orkney projects and their results.
- To undertake other tasks as may occasionally be required by the Head of Innovation or Chief Executive

#### Salary

£26,000 - £32,000 p.a. *pro rata*, starting point dependent on relevant experience and qualifications.

#### Person Specification

<b>Essential Attributes</b>
A good understanding of community development
Previous experience in managing projects, especially that were complex, involved contract management, multiple stakeholders and working with subcontractors
Practical experience of the technical aspects of local energy generation and use, especially grid and distribution network issues and substitution of renewable energy for fossil fuel uses
The ability to engage effectively with individual householders, community groups, local businesses, Local Energy Scotland, government agencies and large corporate utilities
Strong and confident negotiation skills
Effective partnership-building skills and practical and effective experience of partnership working, especially with community groups
Highly tuned project management and co-ordination skills
Strong team working skills
Ability to manage, motivate and co-ordinate multi-disciplined team members, consultants and contractors
Well-developed and demonstrable business-planning and budget management skills
High quality communication, representation and co-ordination skills
Awareness and adherence to high quality assurance and safety standards
A demonstrable ability to adapt quickly to new requirements and opportunities
A demonstrable ability to understand and interpret complex technical and financial information
<b>Beneficial Attributes</b>
Detailed knowledge and demonstrable practical experience of community (energy) development
Experience of working in Orkney or a similar archipelago
A track record of working in and in partnership with development trusts and/or other grassroots community member-based development organisations.
Knowledge and practical experience of active network management and curtailment issues.

#### Timescale

This is a fixed-term post, potentially until April 2021 (dependent on funding), at full time working (35 hours per week).

#### Location

The location for this post will be Community Energy Scotland's office in Kirkwall, Orkney. You may be required to travel elsewhere in Scotland and have the opportunity to travel abroad.

#### Applications

Please complete Community Energy Scotland Job Application Form at [www.communityenergyscotland.org.uk/vacancies.asp](http://www.communityenergyscotland.org.uk/vacancies.asp). Deadline for applications is **5pm Tuesday 17<sup>th</sup> July 2018**.