

Job Description

JOB DETAILS			
Position Title:	PowerHouse Project Manager		
Reports to Position:	Chief Executive		
Function:	Management		
Location:	The Green House, Beechwood Business Park North, Sir Walter Scott Drive, Inverness, IV2 3BL		
Revision number:	01	Revision date:	18/09/23
OUR ORGANISATION			
<p>Inverness and Cromarty Firth Green Freeport is one of Scotland's two new Green Freeports. Centred around the Cromarty and Moray Firths, the Green Freeport includes some of the country's best, sheltered deepwater ports. Green Freeport status will maximise local and UK-wide benefits from a pipeline of renewable energy projects placing the Highlands at the heart of the drive towards net-zero.</p> <p>We are proud to be an Equal Opportunities Employer, we value integrity, inclusion, and equality. We strongly prohibit discrimination against any protected characteristics within our organisation and openly welcome applications from all candidates.</p>			
JOB OBJECTIVE			
<p>The PowerHouse is the skills development and research innovation vehicle of Inverness and Cromarty Firth Green Freeport Ltd focusing on offshore wind and green hydrogen. The PowerHouse works with the offshore wind and green hydrogen industries to support the rapid expansion in renewable projects off Scotland's shores and the Project Manager is responsible for managing and growing this skills development, collaborative R&D, knowledge exchange and STEM outreach hub. The Project Manager coordinates the PowerHouse steering group which is made up of representation from industry, public sector, UHI and other HEIs and research institutions.</p> <p>The hours of this role are Monday - Friday, 9am-5pm, based at The Green House office however we are happy to discuss flexible working opportunities.</p>			
KEY ACCOUNTABILITIES & RESPONSIBILITIES			
<ul style="list-style-type: none"> • Signposting and coordination of training courses/certification focusing on offshore wind and green hydrogen through our network of training providers and academic organisations. • Seeking appropriate training provision where there are identified gaps in the reskilling and upskilling of the local workforce for net zero transition. • Conducting STEM engagement events/workshops to inspire future generations to work in renewable energy, increase creativity, and teach problem-solving skills. • Collaborating with different academic and industrial partners to identify potential joint research and innovation projects to support the development of offshore wind and low-carbon hydrogen. • Support our partners in identifying and delivering research projects to boost commercialisation and innovation in the energy sector. • Facilitate demonstration opportunities for offshore wind and low-carbon hydrogen technologies. • Contribute to the robust management of any funds that may be available to the ICFGFP, including awarding training funds to companies and organisations within the Freeport region. 			

- Ensure robust management of any resources that may be allocated to the Powerhouse and ensure regular accurate reporting to the CEO and Board.
- Support the operation of the PowerHouse Advisory Board and where required providing advisory Board papers, progress reports and recommendations.
- Conducting online and in-person workshops for knowledge exchange, skills development, exploring skills and training provision gaps, and identification of research and innovation priorities in the offshore wind and hydrogen industries.
- Grow and maintain the network of the PowerHouse members from industry, academia, and public sector.
- Support the production of news stories, publications and presentations and the upkeep of content in the PowerHouse webpage.
- Attending conferences, workshops to represent the PowerHouse project and promote its activities in a professional manner.
- Support the CEO in successful delivery of ICFGFP activity.

WORKING RELATIONSHIPS

- Collaborate with other members of Inverness and Cromarty Firth Green Freeport Board, leadership and colleagues and develop and maintain effective external relationships which will support the strategic vision of the organisation.
- Interface with external stakeholders, partners, and vendors to build and maintain positive relationships.
- Contract with and manage external consultants as needed to ensure value is realised

LEVEL OF INFLUENCE & DECISION-MAKING

The ICF Green Freeport will consist of a compact team, therefore the PowerHouse Manager will play a significant role in the success of the business. There will be oversight by the CEO and Board, but PowerHouse Manager will lead the development and delivery of this important initiative. As the activity within the Freeport grows so will the PowerHouse, and it is anticipated the PowerHouse Manager will be supported by one or two staff going forward.

REQUIREMENTS

Education

- At least a HNC or HND in Management, Business and Administration, Operations or a similar related field.
- Bachelor's degree or higher in a related field would be advantageous but not required.
- MOS Certification would be advantageous but not required.
- A current, clean DBS certificate will be required if not currently held.

Experience, Skills and Aptitudes

- At least 3 years previous experience working in a project management or similar management role is preferred.
- Experience managing a small team is a must.
- A full, clean drivers' licence and access to own transport is required due to travel between sites.
- Strong leadership skills with the ability to motivate and develop teams.
- A proactive, results-oriented mindset.
- Familiarity with CRM software and project management tools.
- Excellent communication and interpersonal skills.
- In-depth knowledge of customer service principles and practices.

- Strong analytical and problem-solving abilities.
- Proficiency in using customer service software, CRM systems, and MS Office Suite.
- Ability to prioritise and manage multiple tasks in a fast-paced environment.
- Knowledge of relevant regulations and compliance standards.
- Ability to remain calm and collected in a fast-paced office environment.
- Goal-oriented mindset with a focus on achieving targets.
- Ability to prioritise your own workload and multi-task as required.
- Excellent communication and interpersonal skills, in particular with mixed age groups.
- Strong customer service orientation.

*This job description is not exclusive and at times you may be required to perform other duties out with this description as required.