**Business Engagement Project Assistant - GCAS Internship**

*Learning and supporting science project activities across research, innovation and enterprise areas.*

GCAS reference number **‘GCAS548’**

**How to apply:**

You must be a member of the GCAS Talent Pool before you can apply for internships: <https://gcas.co.uk/graduates/what-we-offer>

Please ensure that you have read the details below thoroughly before submitting your application.

For support and advice on tailoring your application, please visit the GCAS website: <https://gcas.co.uk/graduates/on-programme>

If you have any questions about the application process, please email [GCAS@ed.ac.uk](mailto:GCAS@ed.ac.uk)

|  |
| --- |
| **GCAS Internship overview** |
| **Organisation name:** SAMS Applied Marine Science Enterprise Ltd  **Location:** On Site – Malin House, The European Marine Science Park, Scotland, PA37 1SZ  **Salary:** £24,948 per annum, working 37 hours per week Monday to Friday  **Planned start date**: At the latest, by the start of April 2023.  **Planned end date:** 6 months from start date.  **Proposed working hours and pattern:** 37 hours per week (08.45 – 17.09hrs Monday to Friday with one-hour unpaid lunch break)  **Closing date:** 5pm on 31st of January 2023.  **Application process:** Email your CV and covering letter (as one document) to [GCAS@ed.ac.uk](mailto:GCAS@ed.ac.uk) by 5pm on the closing date, quoting the GCAS reference number ‘GCAS548’  Please apply as soon as possible in advance of the closing date, as late applications will not be accepted. |
| **Benefits of undertaking this internship** |
| You will gain experience in building and transferring science knowledge into innovative business solutions as well as provide practical support to research project activities. This will help you to extend your knowledge base, manage a varied workload, build confidence in communicating with a range of audiences as well as how to project plan. This also provides opportunity for access to future higher education courses such as MSc, MRes or PhD or future work opportunities at SAMS Group. For more information about our post-graduate courses, see here: <https://www.sams.ac.uk/study/postgraduate/>  You will support a number of business delivery activity areas, maintain a track of what has to be delivered by when as well as support research and administrative tasks.  In addition, you will learn and apply technical expertise to support SAMS Enterprise projects. This will include managing a number of technical task areas to support a number of Enterprise projects, ensuring these are planned and organized timely, to customer requirements, including logistical support, to budget and to quality standards.  You will also plan and deliver a number of field surveys and support some sample analysis tasks – external practical activities with some travel required.  SAMS Group is a great learning base and has researchers, teachers and commercial staff on site to learn from, we will support you to create a CPD record whilst with us, we are very inclusive, friendly and our teams provide a great support structure for those learning with us to help build confidence, knowledge, application and experience to add to your CV. Whilst with us, you will have the opportunity to either apply for any vacancies we have which you may be interested in post internship or where additional funding comes in, your skill set matches the skills for this and you have excellent performance, there could be additional employment available but no guarantees at this time. |
| **Organisation website** |
| [Home — SAMS Enterprise - Marine Consultancy (sams-enterprise.com)](https://www.sams-enterprise.com/) |
| **Description of organisation and internship purpose** |
| SAMS Enterprise is the wholly-owned trading subsidiary of the Scottish Association for Marine Science (SAMS), and is based at The European Marine Science Park, Oban. SAMS Enterprise provides specialist marine consultancy and survey services, under pinned by cutting-edge science. We enable our clients to understand and mitigate the risks involved in industry interaction with the marine environment; to maximise productivity and sustainability.  The internship provides an insight into the commercial world of marine science and allows you to gain experience in a number of business delivery activity. You will be supported by a Senior Project Manager who will ensure you are successful in your role and are able to develop your skills too.  We offer a very stimulating environment; working alongside other research scientists and technicians, contributing to our scientific and commercial success. SAMS Group family culture offers a very supportive and relaxing work experience. It’s also fun! |
| **Main responsibilities** |
| **Project Delivery**  Reporting to the Senior Project Manager, deliver effective project management to SAMS Enterprise activities. This will involve working with the project manager and other enterprise team members to complete your own assigned areas as well as manage a number of administrative tasks and logistics requirements, ensuring projects are delivered safely to time, cost and quality as per the agreed contractual requirements and to ISO9001 standard.  This role will provide high end project and administrative support to project manager, consultants and SAMS research/academic staff involved in Enterprise activities. You will also deal with customer technical queries.  **Fieldwork**  After training, Plan and deliver fieldwork and surveys. Organize fieldwork and surveys, as required and participate where Enterprise team require. You will be able to foresee problem areas, able to respond to changing priorities etc.  **Laboratory**  Using research expertise, conduct sample analysis tasks, where required within the team.  **Technical Expertise**  Use technical expertise achieved to date, apply expertise to Enterprise projects. Actively build knowledge to support current projects as well as new identified business areas.  There may also be opportunities to attend meetings/conferences showcasing Enterprise work.  **Quality Assurance**  Active involvement within quality management in the SAMS delivery team to ensure compliance with ISO9001 standard, including production of Standard Operating Procedures (SOPs). |
| **Person specification** |
| **Knowledge, Skills and Experience needed for the Job**   * Post Graduate qualification in appropriate science/ecological/environmental science background. Knowledge of marine science desired. We would also consider someone with an UG degree and relevant work experience. * Preferred understanding of applicability marine science to renewable energy sector, aquaculture, marine ecology and other commercial applications. * Demonstration of knowledge of principles of project management applied during studies. * Able to successfully deliver in high pressurised situations, including survey periods and during times of restricted resource. * Excellent written skills are essential, along with good attention to detail and the capacity to manage workload to meet strict deadlines. * Able to work effectively and build working relationships with others. * Essential that the person is a good communicator and can deal with rapidly changing situations. * Essential to be able to work as part of a technical/scientific team but have initiative and be able to work independently if required. * Good IT skills with competent use of all Microsoft Office software packages necessary. * Knowledge and previous experience in using statistical analysis software (e.g. R, Matlab) and/or GIS software (e.g. ArcGIS). * Team player to motivate people to work cooperatively towards achieving a common goal.   **Dimensions – Scope of role**   * Assisting in the delivery of projects within assigned budgets, time and to required quality across multiple disciplines and relying on multi-departmental resource-sharing. * Assist in projects and work packages across the Enterprise spectrum in line with skills and capabilities. * Ensuring that all quality control practices conforming to ISO9001 are adhered to * Health & Safety – Be pro-active in the application of SAMS Health and Safety Procedures |
| **Any other information about the role** |
| SAMS has a family culture. We support a number of individuals ranging from schools, degree programmes, internships, work experience/training programmes. The Oban area is in a beautiful rural location with access to the outdoors, immerse yourself in community projects, enjoy music and dance or just enjoy exploring and a more relaxed pace of life in a very inclusive environment.  We have a number of experience professional services, science support, research academics, lecturers and innovative enterprise consultants on site who are all very personable, provide time for others who are learning and is happy learning environment for anyone starting their careers. |