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| **A picture containing text, sign  Description automatically generatedSAMS_3low-for-DocsMarine Environmental**  **Consultant / Project Manager**  Salary range: Grade 5/6 - £30,497- £38,587 per annum  Full Time, Permanent Position – On site at Malin House, Oban |
| SAMS Group, based in Oban, is seeking to appoint a Consultant/Project Manager to join our Enterprise unit. You will work closely with an established delivery team and research colleagues to connect SAMS research knowledge and expertise in the marine environment to commercial and regulatory sectors. We are looking for a consultant with a background in marine science who is able to deliver across a number of areas within the SAMS Enterprise consultancy, but experience in marine social licencing or blue carbon would be of particular interest.  Ideally, you will be educated to postgraduate level in marine/environmental sciences as well as have relevant work experience as a project manager/consultant where you will utilise your experience to carry out marine environmental consultancy duties. The role will also require project management and delivery, customer account management, quality assurance, opportunity generation and, when requested, tender preparation. You will report to the Senior Project Manager and work alongside a dedicated project management team and business development colleagues. Training and guidance will be provided, where required.  As a highly motivated self-starter with excellent communication and organisational skills, you will enjoy the challenge of working at the interface of scientific research, industrial challenges and evidence-based policymaking.  In return, we offer an attractive salary package as well as the opportunity for further professional development through mentoring, training and peer support.  For further information, please visit: [www.sams.ac.uk/vacancies](http://www.sams.ac.uk/vacancies)  To apply, please send your CV and cover letter to [recruitment@sams.ac.uk](mailto:recruitment@sams.ac.uk) quoting Job Ref. ‘SE3/22.MH’ in the subject heading  **Closing date for all applications is 19th December 2022**  Interviews will be held by mid-January 2023 |

**Job Description**

**1. Job Details**

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| Job Title: | Marine Environmental Consultant/Project Manager | Department: | SAMS Enterprise |
| Line Manager: | Senior Environmental Consultant | Grade/salary | 5/6 *(Starting salary will depend on your project management and consultancy work experience to date relevant to our post.)* |
| Full Time/Part Time | Full Time (37hrs per week) | Duration of appointment | Permanent |

**2. Job Purpose**

To provide environmental consultancy duties within the SAMS delivery team, including project management and delivery of enterprise contracts, customer account management, opportunity generation and tender preparation.

**3. Main Responsibilities**

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| |  |  | | --- | --- | | Responsibilities | Approx. %  of time | | **Project delivery:** Project manage multi-disciplinary teams on Enterprise projects, ensuring projects are delivered safely to time, cost and quality as per the agreed contractual requirements and to ISO9001 standard. | 60 | | **Opportunity generation:** Find and assess opportunities that match SAMS Group capabilities. Acting as tender contributor for Enterprise opportunities, working with others to prepare bids.  **Tender preparation:** Provide technical input to tenders/proposals including methodology, pricing and planning aspects, ensuring that SAMS have the capability and capacity to undertake the customers’ requirements.  Account manage our current customers in order to generate new leads and opportunities, resulting in new sales. | 10 | | **Consultancy:** Act as lead editor/author on multi-disciplinary technical assessments/reports, including drawing together multidisciplinary elements into a single overview report. Demonstrate technical competency and provide direction and leadership in your own scientific specialism for enterprise contracts. | 25 | | **Quality Assurance:** Active involvement within quality management in the SAMS delivery team to ensure compliance with ISO9001 standard. | 5 | | Be pro-active in the management of SAMS Group Health & Safety procedures | Ongoing | |  |

**4. Planning and Organising**

* Planning and organising how technical aspects of a project are delivered to the quality standards and timeline scales expected by the client.
* Undertake the planning & logistics of seagoing surveys.
* Plan and implement improvements in the SAMS Group quality management system in area of own technical competence.
* Managing and directing staff to ensure project delivery goals are achieved. This includes defining the delivery strategy and leading the project team in implementing that strategy in order to deliver for the customer.
* Building contingency into project management to ensure successful delivery.

**5. Problem-Solving**

* Ability to respond reactively to problems during project lifetime as and when they arise (e.g. weather delays, resource unavailability, external supplier issues). Act independently if decisions need to be made quickly or seek assistance with other members of SAMS Group dependent on nature of problems.

**6. Decision-Making**

* For assigned projects, undertake leadership to make the decisions needed that move the project forward towards successful delivery.
* Identifying appropriate methodology/ resources required to successfully complete a project.
* Quality checking of deliverables before submission to client, including technical assessment and strategic assessment of content.
* Active on-going prioritisation of projects and resources, noting that the role requires management of multiple projects concurrently.
* Assessing opportunities as they arise and whether to bid for those or not which includes decisions relating to capacity and capability and potential risk to the SAMS group.
* Assessment of tender websites, to increase the number of tender opportunities for The SAMS Group.
* Selecting and designing SOPs so that the best methods to ensure quality of processes are included.

**7. Key Contacts/Relationships**

* Account manage current customers in order to deliver work to their needs and satisfaction, generate new leads and opportunities, resulting in new sales.
* Create and maintain a good relationship with colleagues assigned to the projects that are being managed in order to provide direction, support, and providing feedback on performance and by giving the required help, so they can and are willing to deliver the project tasks to the required standards.
* Maintaining good relationship with Heads of Groups and Line Managers is also necessary and beneficial, often vital (e.g. for resource management) for successful delivery or projects.

**8. Knowledge, Skills and Experience needed**

* **Qualification and knowledge**
* Post graduate qualification in appropriate marine/environmental science background (desirable)
* Previous experience working within commercial marine environmental sector, including experience of survey work and survey management (essential).
* Preferred technical knowledge and expertise in the following fields would be desirable (but not essential)l: marine spatial planning; blue carbon.
* Developing and setting guidance, procedures and requirements for survey management for SAMS Group projects based on previous experience of delivery of surveys in a commercial environment.

**9. Project management:**

* Project management qualification (desirable G5, essential G6).
* Good knowledge, experience and practice of project management to successfully deliver technically complex commercial contracts and projects. Demonstrated previous experience of successful project delivery in a commercially competitive environment (Grade 5 - 1-3 years, Grade 6 - >4 years).
* Good understanding of Project Management and the different components required to ensure successful delivery of projects. This will include knowledge of costing/estimating, finance and time management.
* The ability to handle multiple projects across differing disciplines concurrently.
* Experience of contract management and working knowledge of standard contract terms and conditions.
* Experience managing customer-relationships with clients for successful project delivery

**10. Marine Consultancy-technical delivery**

* Essential to be able to work as part of a technical/scientific team but have initiative and be able to work independently if required.
* Contribute to scientific delivery of consultancy work as part of project team, technically lead consultancy projects within area of expertise.
* Write high quality scientific reports to deliver to contract scope for delivery to commercial customer.

**11. Tender preparation and Opportunity generation:**

* Some experience of tendering for commercial contracts, covering production of the management/delivery method, pricing, contract strategy and/or planning/time scales is desirable (all grades).
* Accurate estimation of resources, time and cost to deliver a given project when assisting in the preparation of tender bids.
* Commercial experience of customer liaison and client relationship management and developing customer relationships with the aim of achieving more sales is desirable for Grade 5 and essential Grade 6.
* Customer relationship management, identifying prospects and developing opportunities into sales.
* Willingness to attend formal meetings and represent SAMS at events/conferences, meeting prospective and existing clients, expanding and developing customer relationships.

**12. Generic skills:**

* Good IT skills with competent use of all Microsoft Office software packages necessary.
* Ability to successfully deliver in high pressurised situations.
* Excellent written skills are essential.
* Good time management with capacity to manage work-load to meet strict deadlines.
* Essential that the person is a good communicator and can deal with rapidly changing situations.
* Leadership skills able to motivate people to act towards achieving a common goal, through direction, inspiration and effective communication.

**13. Safety, Environment and Quality Assurance:**

* Experience of working/reporting to the requirements of ISO9001 and working to SOPs/method statements is desirable (both grades).
* Helping to develop Quality Standards to secure and maintain ISO9001 accreditation, including continuous improvement of procedures and identification of non-conformances.
* Practical H&S experience.

**14. Performance Criteria and Outputs**

* The job-holder is responsible for delivery of projects within assigned budgets, time and to required quality across multiple disciplines and relying on multi-departmental resource-sharing.
* Project/contract manage five or more projects concurrently, with combined contract values of £500+k. Manage teams of ~3+ people per project.
* Managing and report project finances to allocated budget, including requisitions, time resource allocations and raising invoices at appropriate timescales.
* Deliver high quality scientific reports and/or data to customer according to the specification of the contract and to their satisfaction.
* Deliver projects according to the requirements of SAMS Enterprise Quality Management System and Quality Objectives therein.

**Any other relevant information**

Awareness of commercial pressures - responsible for managing/organising other people to bring projects in under budget, to timescales and costs dictated by the client.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. The post holder will be required to work away from home from time to time, i.e. participate in fieldwork, customer liaison and attendance at conferences. The role may include survey work at sea, the applicant must be able to obtain the ENG1 medical certification and complete the STCW 95 Personal Survival Techniques training.

Depth at G6

Depending on appointment Grade 5/6, the depth of activities within the job description will be agreed and adjusted on appointment.

Conditions of Service

This is a full time, permanent role. The post sits in our Management, Specialist & Administration job family at Grade 5/6 with a salary up to £38,587.

Non-UK candidates are invited to apply where they are currently in the UK and have the right to work checks in place. This role is not available for sponsorship.

SAMS Group is part of the University of the Highlands & Islands and holds an Athena SWAN Bronze award. SAMS is currently working towards a silver award.

As an Academic Partner of UHI, SAMS Group is designated as an educational establishment and subject to the provisions of the Protection of Children (Scotland) Act. Certain roles may be subject to a satisfactory check by Disclosure (Scotland) as a condition of their appointment.

If you have any questions before applying, please email [Mark.Hart@sams-enterprise.com](mailto:Mark.Hart@sams-enterprise.com) who will be happy to answer these before you submit your application.

The closing date for applications **19th December 2022**

*Interviews will be held by mid-January 2023*

*Please note, we prefer to contact referees prior to interview*

Guidance for Applicants

There is a competitive market out there and it is important when applying for opportunities to provide as much information to your recruitment panel as possible. Remember, this is your opportunity to impress a recruitment panel. The panel members only get to know about your qualifications, skills and experience the moment they read your application (cover letter and CV) and if you don’t document everything required, then this will lessen your chance of reaching our short list.

Below we have provided some guidance, tips and advice to help you provide the best application you can when applying for our positions.

***Cover letter***

Please remember to include a cover letter with your application. This is an important part of the application process. In the letter, connect your past accomplishments with the requirements listed in the job description. Focus on your most relevant experience, qualifications and skills. Where possible, quantify your accomplishments with facts and data.

Avoid repeating the bullet points from your resume.

Please include in your cover letter:

* Why you are applying for this role
* Where you found out about the position
* Specific examples of how you meet the job criteria

***CV***

* Your CV should include all your relevant work experience, listed with the most recent first.
* You should also include your educational achievements with you most recent qualification first.
* You should include skills and competencies gained from previous employment or education. This should be specific to the job description.
* Please include details of two referees who we may contact if invited for interview.

***Useful links***

* [How to write a flawless cover letter](https://career-advice.jobs.ac.uk/cv-and-cover-letter-advice/how-to-write-a-flawless-cover-letter-in-2020/) (please right click and select open in new tab)

[How to write a CV](https://www.reed.co.uk/career-advice/how-to-write-a-cv/) (please right click and select open in