

## Graduate Marine Environmental Consultant Job Description

### 1. Job Details

Job Title:	Graduate Marine Environmental Consultant	Department:	SAMS Enterprise
Line Manager:	Marine Environmental Consultant	Grade and salary:	4 £27,644.00 - per annum
Full Time/Part Time:	Full Time – 37 hours per week	Duration of Appointment:	24 months

### 2. Job Purpose

To provide environmental consultancy support within the SAMS Enterprise delivery team. Responsibilities include delivering a range of consultancy contracts with a focus on New DEPOMOD modelling projects, supporting software development, validation, and testing, conducting fieldwork, providing customer account support, identifying new opportunities, and assisting with project management tasks.

This is an entry-level position reporting to a Project Manager.

This post sits within SAMS Enterprise, the wholly owned commercial subsidiary of the Scottish Association for Marine Science (SAMS). This job is based on site in our offices at Dunbeg, Oban.

### 3. Main Responsibilities

<i>Responsibilities</i>	<i>Approx. % of time</i>
<b>NewDEPOMOD support:</b> Software development and testing. Assist in the delivery of NewDEPOMOD modelling services	55%

<b>Project delivery:</b> Reporting to a Project Manager, assist in the delivery of enterprise projects, ensuring projects are delivered safely to time, cost and quality as per the agreed contractual requirements and to ISO9001 standard. Assist with planned fieldwork and surveys with appropriate training and supervision.	30%
<b>Technical Editor:</b> Act as contributing editor/author on multi-disciplinary technical assessments/reports, including drawing together multidisciplinary elements into a single overview report.	5%
<b>Opportunity generation:</b> Find and assess opportunities that match SAMS Group capabilities. Acting as tender contributor for Enterprise opportunities, working with others to prepare bids. Develop account management skills to identify potential commercial and marketing opportunities to support growth of the business.	5%
<b>Quality Assurance:</b> Active involvement within quality management in the SAMS delivery team to ensure compliance with ISO9001 standard, including production of Standard Operating Procedures (SOPs).	5%

#### 4. Authorities

Graduate Consultant (GC)-authority to deliver assigned project tasks.
GC-authority to raise issues on assigned projects to the PM.
GC- authority to submit time spent on assigned projects in Netsuite.
GC-authority to raise PO's and submit for approval by PM.

#### 5. Planning and Organising

- Work with the NewDEPOMOD Software Engineer and the Business Development Manager to assist in the software development.
- Work with the NewDEPOMOD Software Engineer and the Aquaculture Project Manager to assist with modelling contracts, troubleshooting and where required client support.
- Partake in appropriate level commercial projects as required, the complexity of which will develop in parallel with the skills of the post holder. This will include delivery of NewDEPOMOD modelling services to industry as part of SAMS Enterprise consultancy services.
- Assist in planning and organising how technical aspects of a project are delivered to the quality standards and timeline scales expected by the client.
- Assist in the planning and identification of potential new work and marketing opportunities for the SAMS Group including appropriate conferences and events to attend.
- Propose improvements in the SAMS Group quality management system in area of own technical competence.

- Develop ability to produce risk assessments, method statements and SOPs within project scope with support from appropriate technical staff and H&S Advisor.

## **6. Problem-Solving**

- Ability to troubleshoot software issues and resolve with engineer, understand the NewDEPOMOD software and how it interacts with the end application. Resolve client-related software issues.
- Ensure all software updates are recorded and are controlled and transparent for version control purposes.
- Ensuring project delivery goals are achieved to customer satisfaction.
- Identifying/seek advice on appropriate technical methods to be employed for a given task.
- Developing technical SOPs to ensure quality and to mitigate / prevent problems from arising.

## **7. Decision-Making**

- For assigned projects, work with Project Manager to make the decisions needed that move the project forward towards successful delivery.
- Identifying appropriate methodology / resources required to successfully complete a project or software update.
- Gain understanding of and provide inputs to estimation of resources, time and cost to deliver a given project when preparing tender bids.
- Active on-going prioritisation of projects and resources in consultation with Project Manager, noting that the role may require involvement in multiple projects concurrently.
- Identifying opportunities as they arise and understanding whether there is capacity and capability to bid and potential risk to the SAMS group.
- Assessment of tender websites, to increase the number of tender opportunities for the SAMS Group.

## **8. Key Contacts/Relationships**

- Develop account management skills to support current clients in order to generate new leads and opportunities, resulting in new sales.
- Create and maintain a good relationship with colleagues assigned to projects, taking direction, support and accepting feedback on performance.

## **9. Knowledge, Skills and Experience needed for the Job**

### **Qualification and knowledge**

- Graduate qualification in appropriate marine/environmental science background or software engineer and modelling.
- Preferred understanding of applicability marine science to aquaculture and other commercial applications.

### **Project management:**

- Demonstration of knowledge of principles of project management applied during studies.

### **Opportunity generation:**

- Willingness to attend formal meetings and represent the SAMS Group at events/conferences, meeting prospective and existing clients, expanding and developing customer relationships.

### **Generic skills:**

- Able to successfully manage a varied workload with changing priorities including survey periods and during times of restricted resource.
- Excellent written skills are essential, along with good attention to detail and 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), GIS software (e.g. ArcGIS) and/or modelling.
- Team player to motivate people to work cooperatively towards achieving a common goal.

### **Quality Assurance:**

- Some experience or understanding of requirements of ISO9001 & relevance to Project Management.
- Ability to develop working knowledge of SAMS Enterprise Quality Management System (QMS), SOPs & Forms – Desirable.

## **10. Dimensions – Scope of role**

- The job-holder is responsible for assisting in the delivery of projects within assigned budgets, time and to required quality across multiple disciplines and relying on multi-departmental resource-sharing.
- Lead on appropriate level commercial projects under guidance of Project Manager.
- Assist in projects and work packages across the Enterprise spectrum in line with skills and capabilities.

## **11. Any other relevant information**

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.

*If invited for interview you will be required to evidence your right to work in the UK. SAMS Group is not able to sponsor the employment of international workers in this role.*

## What can SAMS offer you?

*Please right click and select 'open in new tab'*

### Our Values and culture

We strive to be a world-class marine science enterprise that underpins regional, national, and international policy, and societal action to secure healthy and sustainable oceans. As a workforce, we have a strong family and team culture, helping each other to achieve our goals.

### Remuneration

We offer a competitive salary and pension as well as employee benefits package. We also have a number of supportive policies to assist absence, family, and other leave types.

### Career Goals

SAMS provides a supportive learning and career growth environment for those looking for that next step in their career or upskill in the workplace. This may be through opportunities to develop techniques, learn more about the science objectives for the group, gain some tutorial opportunities, as well as attend meetings and CPD events.

### We'll provide you with a good start as you join SAMS

SAMS provides an excellent induction which is a great introduction to the organisation, the facilities, your department and team, and provides that support that you need over the early months joining a new organisation. We will also provide you with office space, computing equipment and ensure this is ready for you on your first day of work.

### Employee Benefits

In addition to a general remuneration package which includes a generous salary, pension, and sickness absence policy, we offer a number of employee benefits to our staff, some of which are listed below:

- Flexible & Hybrid working arrangements (up to 2 days working from home) – will depend on role dynamic.
- Purchase of additional annual leave – up to 20 days per annum
- Access to shopping discounts as well as local shop and leisure discounted memberships
- Cycle to work scheme
- Purchase of technology
- Payroll Giving
- Salary Sacrifice – pensions
- Access to wellbeing portals which provide support for mental health, nutrition and fitness and GP referral scheme
- Employee Assistance Programme

- Occupational health support
- Welfare support
- Sabbatical scheme
- A number of training and development courses to assist you with your career development – leadership, coaching and mentoring.
- Free car parking
- Electric car charge points on-site

SAMS' commitment to gender equality has been recognised, as our institute was presented with an Athena SWAN (Scientific Women's Academic Network) Bronze Award and is currently working towards Investors in Diversity accreditation.

SAMS follows Fair Work Practices.

SAMS is a [Real Living Wage Employer](#).

As an Academic Partner of the University of the Highlands & Islands (UHI), SAMS 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.

Applications must include CV and Cover Letter and should be sent electronically to [recruitment@sams.ac.uk](mailto:recruitment@sams.ac.uk) quoting Job Ref. 'SE01.26/MH' in the subject line.

The closing date for applications is 8<sup>th</sup> May 2026

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

#### Guidance for Applicants

This position unfortunately does not meet the minimum requirements for sponsorship to work in the UK. You must therefore have the rights in place to work in the UK already.

#### Your application – what are we looking for?

We are looking for a full CV – please remember to document all your relevant work experience, listed with the most recent first. You should also include your educational achievements with your most recent qualification first. You should include skills and competencies gained from previous employment or education. This should be specific to the job description. Also, please include details of two referees, one referee at least from your current role, who we may contact if invited for interview.

We enjoy reading cover letters and these are an important part of the application. 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.

### Useful links

- [How to write a flawless cover letter](#) (please right click and select open in new tab)
- [How to write a CV](#) (please right click and select open in new tab)



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