**Job Description**

**1. Job Details**

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| Job Title: | Marine Environmental Consultant/Project Manager – Aquaculture | Department: | Enterprise |
| Line Manager: | Programme Manager | Grade: | 5 |
| Full Time/Part Time: | Full Time (37 hours per week) | Duration of Appointment: | Permanent |

# 2. Job Purpose

# To provide environmental consultancy, with a focus on engagement and delivery within the Aquaculture sector. The position involves duties within the SAMS Enterprise Team, including project management and delivery of enterprise contracts, customer account management, opportunity generation and tender preparation.

# 3. Main Responsibilities

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| |  |  | | --- | --- | | *Responsibility Areas* | *Approx. %*  *of time* | | **Environmental Consultancy:** Technical Expertise: Provide technical competency in field of experience for enterprise contracts (focus will be on aquaculture, marine environmental modelling, and sustainable management). Includes working as part of the Development/Project Management team on the NewDEPOMOD modelling tool for aquaculture impact assessment. Act as lead editor/author on technical assessments/reports, including drawing together multidisciplinary elements into a single overview report. | 45 | | **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. | 35 | | **Opportunity Generation**: Find and assess opportunities that match SAMS Group capabilities. Account manage current customers in order to generate new leads and opportunities, resulting in new sales. Tender preparation: Acting as tender contributor for enterprise opportunities, working with others to prepare bids. Provide technical input to tenders/proposals including methodology, pricing and planning aspects, ensuring that SAMS Group have the capability. | 15 | | **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). | 5 | | Be pro-active in the application of SAMS Health and Safety Procedures. | Ongoing | |  |

**4. Knowledge, Skills and Experience needed for the Job**

* Post graduate qualification in appropriate marine/environmental science background.
* Minimum two years previous experience working within the commercial marine environmental sector.
* Technical knowledge and expertise in aquaculture.

**5. Project Management**

* Good knowledge, experience and practice of project management to successfully deliver technically complex commercial contracts and projects. Demonstrated previous experience of successful consultancy in a commercially competitive environment (minimum 2 years) is preferred.
* An 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 standard contract terms and conditions.
* Experience managing customer-relationships with clients for successful project delivery.

***As part of the consultancy and project management roles, candidates will ideally be able to demonstrate ability and experience in as many of the following areas as possible:***

**6. Planning and Organisation**

* Effective planning and organising how technical aspects of a project are delivered to the quality standards and timeline scales expected by the client. Forward planning and organisation of staff and resources to carry out multi-disciplinary
* projects and surveys. Planning and identifying potential new work and marketing opportunities for the SAMS
* Group including appropriate conferences and events to attend.

**7. Problem-Solving**

* Ability to respond reactively to problems during project lifetime as and when they arise (e.g. technical issues, customer delays, resource unavailability).
* Acts independently if decisions need to be made quickly or seek assistance with other members of SAMS Group dependent on nature of problems.
* Working as part of project delivery team to ensure project delivery goals are achieved and to the customer’s requirements.
* For project management, define the delivery strategy and leading the project team in implementing that strategy in order to deliver for the customer.
* Identifying appropriate technical methods to be employed for a given task, and how best to implement methodologies to produce required deliverables. Building contingency into project delivery to ensure successful delivery.

**8. 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 may require management of multiple projects concurrently.
* Full UK Driving License.

**9. Key Contacts/Relationships**

* Account manages current customers in order to 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 internal members of SAMS group is necessary and beneficial (e.g. for project delivery and resource management) for successful delivery of projects.

**10. Tender Preparation**

* Experience of tendering for commercial contracts, covering production of the

management/delivery method, pricing, contract strategy and/or planning/time scales is preferable.

**11. Opportunity Generation**

* Commercial experience of customer liaison and client relationship management and developing customer relationships with the aim of achieving more sales.
* 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**

* Ability 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 capacity to manage workload to meet strict deadlines.
* Able to work effectively 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. Leadership skills able to motivate people to act towards achieving a common goal, through direction, inspiration and effective communication.

**13. Quality Assurance and SHE**

* Experience of working/reporting to the requirements of ISO9001 and working to
* SOPs/method statements is preferable.
* 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.

**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. customer liaison and attendance at conferences, fieldwork support when required.

[WHAT SAMS CAN OFFER YOU](https://vimeo.com/411370772)

(please right click and 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)
* 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
* Occupational health support
* Welfare support on site
* Access to CBT sessions
* Sabbatical scheme
* A number of training and development courses to assist you with your career development – leadership, coaching and mentoring.

SAMS’ commitment to gender equality has been recognised, as our institute was presented with an Athena SWAN (Scientific Women’s Academic Network) Bronze Award. SAMS is currently working towards a silver award.

SAMS have received a Youth Friendly Employer Badge 2023 – Bronze Award.

SAMS have received a Bronze Award through the Armed Forces Covenant Employer Recognition Scheme. We recognise the contribution that Service personnel, reservists, veterans, the cadet movement, and military families make to our organisation, our community and to the country. We will seek to uphold the principles of the Armed Forces Covenant through Education, training, and employment of veterans and Service spouses.

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. ‘SE3/23.MS’ in the subject line.

The closing date for applications is 6th October 2023

Interviews will be held in October 2023

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

Guidance for Applicants

Candidates must have the rights to work in the UK in place already before applying.

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](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 new tab)

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