**Job Description**

**1. Job Details**

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| Job Title: | Project Manager / Consultant - Seaweed | Department: | Enterprise |
| Line Manager: | Business Development Manager | Grade: | 5/6 depending on depth of experience and qualifications |
| Full Time/Part Time: | Full Time (37 hrs per week) | Duration of Appointment: | Open-ended |

**2. Job Purpose**

The aim of this position is to lead on the delivery of all Enterprise seaweed related activity at SAMS. This will include coordination, development and delivery of mariculture training programmes via The Seaweed Academy (TSA) at SAMS; oversight of the seaweed nursery operations; and delivery of consultancy services.

The post holder will co-ordinate all required workstreams to develop and deliver TSA teaching and training programmes; engage with stakeholders to maintain and develop relevant and appropriate teaching materials and courses; deliver specialist training at SAMS and/or at client sites; engage with entrants to the market; and coordinate the events and training course calendar. The role will also involve responsibilities with respect to Business Development, Project Management and Consultancy primarily in the area of seaweed business activity, and when required, other areas of Enterprise business portfolio.

This post will sit within SAMS Enterprise, which is the wholly owned commercial arm of the Scottish Association for Marine Science (SAMS).

**3. Main Responsibilities**

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| |  |  | | --- | --- | | *Role Description* | *Approx. %*  *of time* | | Project Delivery: Project Manage, and/or be part of Project Team, delivering consultancy to commercial customers | 40 | | Coordinate all activity of The Seaweed Academy including delivery of training programmes; maintain training calendar; and liaison with new and existing clients and stakeholders | 30 | | Oversee activity of the SAMS Seaweed Nursery to deliver a professional service to the seaweed farming industry | 20 | | Business development: working with the Enterprise Business Development and Proposals team, support preparation and submission of quotations and tenders. Engage appropriately with the seaweed market to promote SAMS Enterprise capabilities within the seaweed sector | 10 | | Develop documentation and processes to enable the Seaweed Academy to achieve Quality and other suitable certification. | Ongoing | | Be pro-active in the application of SAMS Health and Safety Procedures and Quality Management System | Ongoing | | Support other Enterprise projects as required within skill range | Ongoing | |  |

**4. Planning and Organising**

* Ability to manage own workload and time to meet commercial and research requirements with only minimal input from manager.
* Plan and co-ordinate inputs from SAMS Research colleagues to develop and maintain a full suite of training materials and consultancy services.
* Co-ordinate the delivery of training courses with SAMS Research and Enterprise colleagues and approved sub-contractors at SAMS and/or at client sites or via streaming platforms.
* Project Management: Effectively manage how technical aspects of a consultancy project are delivered to the quality standards, budget and timeline expected by the client.
* Project Delivery: as part of project team deliver requirements of the project, as set out by the Project Manager.
* Project Management: oversee operations of the seaweed nursery to deliver a professional service to internal and external customers.
* Develop SOPs (Standard Operating Procedures) and maintain records in line with SAMS Enterprise Quality Management System.

**5. Problem-Solving**

* Manage operation of The Seaweed Academy on a day-to-day basis taking responsibility for scheduling and co-ordination of activities.
* Responsible for external stakeholder engagement alongside Business Development team.
* Respond to client requirements and developing science to adapt and develop course materials and consultancy services.
* Respond proactively and reactively to problems during project lifetime as and when they arise (e.g. technical issues, customer delays, resource unavailability).
* For project management, assist with other team members defining the delivery strategy and lead the project team in implementing that strategy in order to successfully deliver the project.

**6. Decision-Making**

* Self-starter employing own initiative to promote seaweed related services across training, seeding materials and consultancy.
* Support technical preparation of tenders and proposals.
* Deliver commercial consultancy to stakeholders in the farmed seaweed sector.
* Propose new courses, seminars, delivery methodology to reflect requirements and location of clients.
* 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.

**7. Key Contacts/Relationships**

* Internal – SAMS Research colleagues operating in the macro- & micro-algae field including ADs, PIs and PDRAs; SAMS Enterprise business development; CCAP; Quality Manager; Communications team.
* External – seaweed farming professionals and market entrants; industry associations; Argyll College UHI; seaweed researchers.
* Line management of Seaweed Nursery Technician.

**8. Opportunity generation**

* Develop customer relationships and use effective relationship management, to identify prospects and further opportunities.
* Attend formal meetings and represent SAMS at events/conferences, meeting prospective and existing clients, expanding and developing customer relationships.

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

* Degree in relevant discipline (marine science / biology), experience with seaweed essential.
* Post graduate qualification in relevant scientific area is desirable.
* Project management qualification is advantageous or will be encouraged to complete upon employment.
* Experience in developing and delivering training and/or teaching programmes in person and remotely.
* 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, including knowledge of costing/estimating, finance and time management.
* Technical and market knowledge of macroalgae cultivation, processing and applications.
* The ability to handle multiple projects across differing disciplines concurrently.
* Communications skills - Professional communication skills both written and verbal
* Commercial experience of customer liaison and client relationship management and developing customer relationships with the aim of achieving income growth is desirable for Grade 5 and essential for Grade 6.
* Experience of tendering for commercial contracts, covering production of the management/delivery method, pricing, contract strategy and/or planning/time scales is desirable (Essential for Grade 6).

**10. Consultancy-technical delivery**

* Contribute to scientific delivery of consultancy work as part of project team, technically manage consultancy projects within area of expertise.
* Write quality scientific reports to deliver to contract scope for delivery to commercial customer.

**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**.** If the normal duties of the post include going to sea (apart from small boats e.g. RHIB's) the applicant must be able to obtain the ENG1 medical certification and complete the STCW 95 Personal Survival Techniques training.

**12. Delegated authorities**

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| Client engagement in support of business growth objectives including in person, remote via Teams and attendance at workshops and conferences. Authority to engage with clients in discussion with Proposals / BD managers in costing and development of proposals and future business growth opportunities. |
| Authority to receive and review customer requests and have the authority to implement those requests if within the work scope of the project or to flag as a potential contract change. |
| Authority to develop and adapt delivery mechanisms and schedules for Seaweed Academy courses and nursery operations, in line with customer requirements |
| Authority to create and manage Project folders on the Network drive and to maintain and update project information on NetSuite finance software including timelines, budget and resourcing and regular updates. |
| Authority to design and approve technical changes to the Seaweed Academy courses, as well as adapting facilities and training space as required for delivery of each course and the needs of each cohort. |
| Authority on staff access to the Seaweed Academy training rooms and facilities, including use by wider SAMS staff as well as delivery of formal programmes. |
| Authority to raise and approve Purchase Orders relating to the Seaweed Academy, seaweed nursery and associated activities, and any projects that are assigned to the role. |
| Authority over staff time management as part of the wider seaweed team, setting ongoing tasks for staff with defined commitments to the Seaweed Academy and nursery delivery and associated projects. |
| Line Management authority over assigned Seaweed team members (2?), setting personal objectives and APR process for direct line management, approval of new work assigned. |

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

* Opportunity for discretionary hybrid working
* 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 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 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. ‘D20/22.IG’ in the subject line.

The closing date for applications **12th May 2023**

**Interviews will likely be held by the end of May 2023**

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

Guidance for Applicants

Candidates must have the rights to work in the UK.

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 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.  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)