**Project Manager**

**Job Description**

**1. Job Details**

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| Job Title: | Project Manager | Department: | Directorate |
| Line Manager: | Deputy Director | Grade: | 7 |
| Full Time/Part Time: | Full Time (37hrs per week) | Duration of Appointment: | Open-ended |

**2. Job Purpose**

SAMS requires an experienced project manager to support the senior management team (Executive Group, EG) in delivering key strategic and operational activities:

1. Working closely with members of EG to create, deliver and report against the annual SAMS Operating Plan, including quarterly updates to the Board.
2. Working closely with Directorate to monitor against the agreed Corporate Key Performance Indicators, including the annual monitoring report for the Board.
3. To play a leading support role – working closely with internal and external stakeholders – for major SAMS projects (e.g. Argyll & Bute Rural Growth Deal).
4. Support Directorate in miscellaneous activities requiring the application of formal project management skills (e.g. procurement of a new vessel; creation of the Scottish Marine Science Roadmap, etc.).
5. Provide support, as appropriate, for priority fundraising activities, drawing on project management skills and experience (e.g. UK/Scottish government opportunities through the ‘Levelling Up’ agenda).

**The key criteria for success in the role are:**

* Respect and cooperation of internal stakeholders gained through demonstrating

leadership and the ability to manage activities through the application of experience and best practice.

* Acknowledgement from external stakeholders that activities are being managed effectively and progressing.
* The key outcomes of activities are clearly defined, communicated and delivered.

1. **Main Responsibilities**

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| *Responsibility Areas* | *Approx. %*  *of time* |
| **Project Manage:** Directorate-led activities, including delivery of Corporate Strategy and major related programmes: managing risks and dependencies, escalating and resolving issues, reporting on the status of the project and managing stakeholder relationships. | 40 |
| **Develop business case documentation:** Engaging with internal and external stakeholders (e.g. Rural Growth Deal). | 40 |
| **Working with the Executive:** Manage milestone plans, stakeholder engagement plans, communication plans, risk management approach and change impact assessments. | 10 |
| **Review and update:** Plans and documents by coordinating and collaborating with internal and external stakeholders to achieve target outcomes (e.g. Highlands & Islands Enterprise, Argyll & Bute Council, SAMS Board, etc.). | 10 |
| Be pro-active in the management of SAMS Health & Safety procedures. | Ongoing |

1. **Planning and Organising**

* To project manage the delivery of key strategic and operational activities: working closely with the SAMS Directorate and Executive Group.
* Advise and coach programme team members on best practice.
* Construct positive communication campaigns, ensuring content and materials are reflective and consistent with SAMS overarching strategy and approach.
* Work in partnership with SAMS Communication Department to ensure all activities are created and delivered in accordance with in-house standards.
* Provide regular change, communications and engagement status updates to the SAMS Directorate and Executive Group.
* Working closely with Directorate to facilitate workshops, focus groups, online meetings etc.

**5. Problem-Solving**

* Project manage the controlled design, delivery and governance throughout project life cycles, ensuring targets remain on track whilst maintaining a strong stakeholder focus in everything that you do.
* Identify effective methods of engaging across SAMS Group as appropriate.
* Advise on the resolution of issues which may arise in the delivery focus and/or timeline of various projects.
* When changes are required in-project, these need to be dealt with quickly and effectively. The Project Manager must guide and coordinate this process and address the problems through official channels.

**6. Decision-Making**

* Map out methodologies for the delivery of project which will deliver the overarching aims and objectives effectively and efficiently.

**7. Key Contacts/Relationships**

* SAMS Deputy Director (line manager), working closely with the Director.
* SAMS Executive Group.
* External partners (e.g. Highlands & Islands Enterprise; Argyll & Bute Council).
* Potential project funders (working closely with the SAMS Development Manager).

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

You will need a proven track record of managing projects - organisational, capital and revenue - in complex organisations. You will be able to demonstrate effective programme leadership, including relationship-building and negotiations at a senior level. You will also have experience of collective decision-making with senior colleagues.

**Essential skills:**

* Demonstrable experience of successful project management, including delivering multiple complex projects within timescale and to budget.
* 5+ years project management experience.
* Experience of managing projects with budgets over £1,000,000.
* Ability to drive forward rapidly, addressing barriers and making decisions across a range of complex deliverables.
* Excellent communication skills across all levels of stakeholders as well as demonstrable presentation skills.
* Ability to prioritise and schedule workloads in the face of conflicting demands.
* Flexibility, specifically the ability to recognise and respond to shifting priorities, and handle different types of information (e.g. scientific, financial, and legal).
* Excellent organisational skills with the capacity to multi-task, to deliver on allocated tasks and to meet deadlines in pressurised situations.
* Ability to draft concise and clear documentation and project / analytical reports without supervision.

**Desirable skills:**

* Qualifications or formal training in project/programme management.
* Experience of working with the UK Government’s HM Treasury Blue/Green Book business case guidance framework.
* An understanding of educational or scientific research environments.

**9. Dimensions – Scope of role**

* Works under operational management of the Deputy Director.
* Coordinates SAMS’ project-related activities of SAMS personnel as driven by project milestones and deadlines.
* Analyses work progress against scheduled deadlines.
* Create and update schedules subject to project specifications and deadlines.
* Analyses project and risk as part of risk management plan and mitigation.
* Serves as point of contact for allocated project-related issues.

**10. 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**.**

[WHAT SAMS CAN OFFER YOU (please right click and select ‘open in new tab’)](https://vimeo.com/411370772)

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. ‘D36/23.AM’ in the subject line.

The closing date for applications is Monday 11th March 2024.

Interviews likely to be held in March/April 2024.

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

Guidance for Applicants

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

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.

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)

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