**Project Manager – Scientific Robotics Academy**

**Job Description**

**1. Job Details**

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| Job Title: | Project Manager – Scientific Robotics Academy | Department: | Enterprise |
| Line Manager: | Senior Project Manager | Grade Range: | 5 |
| Full Time/Part Time: | Full Time (37hrs per week) | Duration of Appointment: | Until 31st March 2025 (with potential for extension) |

**2. Job Purpose**

The aim of this position is to project manage the development of The Scientific Robotics Academy at SAMS; engage with science leads to co-ordinate all required workstreams to develop and deliver training materials and programmes; schedule delivery of specialist training at SAMS and/or at client sites; engage with stakeholders; and promote and organise training course calendar.

The Scientific Robotics Academy is funded by the UK Government Shared Prosperity Fund. It is a fixed term project with finite funding. Its overall goal is to provide underpinning robotics training and support to the UK’s environmental science community. It will also aim to provide specialist CPD packages to meet industry needs and promote robotics as part of school educational STEM engagement. Extension of the role is subject to the creation of a viable self-sustaining entity.

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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| Time percentages are for Year 1 and will develop and change in time.   |  |  | | --- | --- | | *Role Description* | *Approx. %*  *of time* | | **Project Management:** Co-ordinate workstreams and SAMS colleague inputs to develop teaching and training programmes of The Scientific Robotics Academy. | 40 | | **Stakeholder Engagement:** Engage with funders and stakeholders to develop relevant and appropriate teaching materials and courses. | 30 | | **Opportunity generation:** Promote and sell training courses, seminars and consultancy services. | 10 | | **Delivery:** Co-ordinate and deliver specialist training at SAMS and/or at client sites. | 10 | | **Planning:** Organise and maintain the Academy events and training calendar. | 10 | | Be pro-active in the application of SAMS Health and Safety Procedures. | Ongoing | | Support other Enterprise projects as required within skill range. | Ongoing | |  |

**4. Planning and Organising**

* Ability to work independently and manage time to meet commercial and research requirements of developing the Academy, with only minimal input from manager.
* Remain up to date on industry developments in the sector.
* Plan and co-ordinate inputs from SAMS Research colleagues to develop and maintain a full suite of training materials.
* Co-ordinate the delivery of training courses with SAMS Research and Enterprise colleagues.
* Develop, organise and maintain the events and training calendar for The Academy.
* Develop SOPs and maintain records in line with SAMS Enterprise Quality Management System.

**5. Problem-Solving**

* A proactive and methodical approach to problem solving, ensuring all tasks are completed in a timely manner within the framework of the project specification.
* Manage operation of The Scientific Robotics Academy on a day-to-day basis taking responsibility for scheduling and co-ordination of activities.
* Responsible for the management of personal schedule.
* Responsible for external stakeholder engagement alongside Business Development team.
* Respond to client requirements and developing science to adapt and develop course materials.
* Make suggestions for improvements (e.g., in policies and procedures) to contribute to continuous operational improvement.

**6. Decision-Making**

* Self-starter employing own initiative to promote and sell the services of The Scientific Robotics Academy.
* Support the preparation of tenders and proposals for training delivery contracts.
* Ensure completeness of training materials.
* Propose new courses, seminars, delivery methodology to reflect requirements and location of clients.

**7. Key Contacts/Relationships**

* Internal – SAMS Research colleagues operating in the marine scientific robotics field including Associate Directors, PIs and PDRAs; SAMS Enterprise business development; Quality Manager; Communications team.
* External – scientific robotics community, governing bodies and funders.

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

* Degree in relevant discipline (e.g., marine science with robotics).
* Experience with marine and aerial robotics highly desirable.
* Knowledge and experience of implementation of principles of project management.
* Experience in developing and delivering training and/or teaching programmes.
* Communications skills - Professional communication skills both written and verbal.
* Building relationships with potential new customers.
* Experience of co-ordinating activities and multiple inputs.
* Experience of marketing and selling training courses.
* Writing skills – scientific and/or consultancy reports and standard operating procedures.

**9. 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.

[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. ‘D14/23.MS’ in the subject line.

The closing date for applications is 25th September 2023

Interviews will be held by mid-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.

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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