

Job Description

Job Title:	Offshore Wind Project Coordinator		
Department:	Faculty of Science, Health & Environment	Location:	Thurso or Stornoway
Grade:	32-35		
Report To:	Head of Faculty		

Job Purpose:

The postholder, working within UHI North, West and Hebrides, will establish and co-ordinate the Scottish governments Offshore Wind programme working collaboratively with partners and reporting on KPI's to Energy Skills Partnership (ESP) and the Scottish Government (SG).

The postholder will lead on developing and delivery of the outcomes within the projects and delivering on the KPI's.

Duties and responsibilities

The following duties and responsibilities are intended to give a broad indication of the variety of tasks the post holder may be asked to undertake. It should be noted that a job description is not an exhaustive list of activities, and staff may be asked to carry out other duties commensurate with the level of the post. The job description may also be amended to take account of changed circumstances, and staff will be consulted when this is necessary.

Terms and Conditions

This post is governed by Support Staff terms and conditions, which are subject to collective bargaining processes.

MAIN DUTIES INCLUDE:

- Initiate and coordinate the Offshore Wind programme, establishing a project footing connecting with stakeholders and other bodies required to deliver outcomes of programme.
- Work closely with relevant industry employers and partners to deliver the following outcomes of the programme:
 - Apprentice Enhancement for additional Offshore Wind course content
 - Targeted Upskilling for Supply Chain
 - Internships with OW Industry Partners (New Activity)
 - Upskill college staff to support offshore wind supply chain

- Upskill college staff in offshore wind skills and qualifications
- Report to internal and external project partnership Boards and Committees
- Provide effective budget management for specific outcomes of programme
- Contribute to development and implementation of UHI North, West and Hebrides, UHI policies and strategies
- Other duties temporarily or on a continuing basis, as may reasonably be required, commensurate with the grade

General

- Proactively contribute to own personal development and supporting the wider sustainability of UHI North, West and Hebrides;
- Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040;
- Ensure consistency and equality at all times and proactively engage in UHI North, West and Hebrides values of trust, integrity and excellence.
- Ensure the health and safety of self and others and compliance with safeguarding, data protection requirements and all college policies;
- Work collaboratively with colleagues to ensure a whole college focus and approach

Appendix: Personal Attributes Framework First Line Managers/Cross-college Managers/Team-Leaders/Supervisors - Leads a team and/or a specialist function

- Provides a sense of direction for the team, helping them to understand their role and value to the college and UHI.
- Understands what motivates others and adapts own style as appropriate.
- Provides support and guidance when required.
- Guides the performance and development of others through empowerment and delegation.
- Mentors, and coaches staff.
- Delegates tasks that challenge or enhance personal awareness in others.
- Motivates others to achieve and overcome obstacles

Teamworking/Communication – Working with others in a constructive and supportive way to achieve goals and manage change.

- Gives constructive feedback to others
- Holds regular team meetings to discuss progress against objectives and overall performance.
- Seeks and promotes opportunities for collaborative working
- Ensures that staff are fully aware of their responsibilities and have the relevant training and knowledge to enable them to carry out their work effectively.
- Clearly articulates the vision and keeps the focus on change and inspires others to deliver service improvements.

- Gains commitment from others by consulting and involving them
- Is open to discuss/explore change.

Performance – Managing performance of teams across the college and creating development opportunities

- Provides ongoing constructive performance feedback.
- Encourages team members to review their strengths and development needs in line with their role and the personal skills.
- Constructively challenges unacceptable behaviour
- Objectively assesses job knowledge and challenges areas of under-performance
- Agrees performance objectives and service priorities.
- Scopes, plans and manages projects/ resources to deliver to time, quality and cost.
- Sets self and others stretching goals, standards and targets where these will help to improve service.
- Acknowledges, recognises and rewards excellent service.
- Establishes a positive learning environment for staff and students.
- Leading on team self-evaluation and planning for continuous improvement and enhancement.

Person Specification

Criteria	Essential	Desirable
Qualifications	Degree (or equivalent qualification or relevant professional experience) in an engineering, management, business, financial or scientific discipline.	Evidence of commitment to continued personal or professional development
Experience	- Knowledge of the challenges and benefits of project delivery. - Knowledge and experience of the sector - Experience of learning and teaching, knowledge exchange, sustainable development or commercialization - Experience working on or managing collaborative, multi-institutional projects	- Experience of instigating new collaborations or developing partnerships - Experience of research in an education context
Knowledge & Skills	- Excellent interpersonal, influencing and presentation skills, able to understand and communicate complex issues effectively - Ability to research, analyse and present complex information effectively with good attention to detail - High level organisational skills with the ability to prioritise major developments and to function effectively in a pressured environment - Competent in the use of relevant IT packages, Excel, Word, PowerPoint, Teams, SharePoint	- Demonstrable ability to work quickly, flexibly and accurately in a dynamic, changing and pressured environment - Research methodology / statistical methods - Ability to work effectively both independently and as part of a team

Personal Qualities*	• Ability to act as ambassador for the College in high level external contexts • Also: see personal attributes framework	
Other	• Commitment and ability to undertake and/or continue professional development in a relevant discipline • Be willing to work flexible hours when necessary to meet requirements of the post • Be willing to regularly travel on college business, between centres, UHI and within Scotland • Satisfy appropriate Disclosure Scotland checks	

*Please note that the personal qualities, whilst desirable, will not be considered when shortlisting in line with the essential criteria for the role.

KEY TERMS AND CONDITIONS OF EMPLOYMENT

Hours of Work	This post is for 32-35 hours per week, but you may be required to work additional hours to meet service requirements. The normal full-time working week is one of 35 hours.
Duration	This a part-time, temporary post.
Salary	The salary for this post is on Support Scale Point 32-35, (£40,638 – 43,207 per annum) pro-rata
Holidays	33 days in a full year plus 12 public/general holidays, pro-rata for part-time workers.
Location	The position will be based primarily at either our Thurso or Stornoway Campus, but you may be required to work in any campus of UHI North, West and Hebrides.
Pension	You will be contractually enrolled into the Local Government Superannuation Scheme. Further details are available upon appointment.
References/ Medical Assessment/ PVG Check	For external candidates' appointment will be subject to references and a PVG check, which will be taken up after an offer has been made.

UHI North, West and Hebrides, an equal opportunities employer, is a registered charity which exists to provide Further and Higher education.

