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| Person specification |  |

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| **Job Title** | Project Manager – Shell-volution |
| **Department** | Research and Innovation |
| **Responsible To** | Director of Shell-volution |
| **Responsible For** | N/A |
| **Grade** | 7 |
| **Location**  |  Shetland preferred location.  |

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** | * Degree level qualification or equivalent professional experience.
 | * Qualifications in project management (e.g. Prince 2 or Association of Project Managers)
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| **Experience** | * Management of all aspects of project governance including planning, budgeting, progress tracking, monitoring and reporting, management information, compliance, risk and project documentation.
* Demonstrable experience of successful project management and delivery to time and budget
* Experience of working with and supporting Project Boards
* Experience of working with project funders and meeting project auditing requirements.
* Experience of procuring services and managing tenders.
* Experience of stakeholder management and working in complex, multi-partner environments across academia, public sector and industry partners.
 | * Delivery of project management in complex, multi-partner environments
* Experience of working in the HE/FE sector and scientific academic research landscape
* Understanding of shellfish aquaculture sector in Scotland and SME business environment in the Highlands and Islands
* Experience of project managing in a research, development and innovation environment
* Experience of managing projects funded by City, Region, Islands, Rural Growth Deals or similar public sector funds.
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| **Knowledge and skills** | * In-depth knowledge and experience of project management.
* Excellent ICT skills, including MS Word and Excel.
* Ability to understand, analyse and summarise information.
* Ability to produced accurate and well-presented reports.
* Excellent organisational and time management skills.
* Project management
* Budget management
* Stakeholder engagement: excellent communication and relationship building skills
* Well organised, with a structured approach to tasks and excellent attention to detail
* Ability to prioritise competing demands in a complex organisational environment
 | * Knowledge of UHI and the economy and socio-demographics of the UHI regions
* Knowledge of aquaculture and blue economy policy landscape
* Understanding of City, Region, Island and Rural Growth Deal funding, project implementation and reporting requirements
* Understanding of the roles of key public sector partners in Scotland
* Knowledge of relevant funding opportunities
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| **Personal qualities** | * Ability to work flexibly and proactively on own and as part of a team.
* Ability to communicate clearly and effectively verbally and in writing.
* Ability to form constructive working relationships with range of internal and external stakeholders and partners in public, private and HE sector.
 | * Ability to collaborate in complex environments to meet project outcomes and deadlines.
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| **Other circumstances** | * Ability to work flexibly and to travel within the Highlands and Islands and further afield, as required.
 | * Clean driving licence.
* An appreciation of Shetland’s culture and dialects.
* Knowledge of, or interest in, Gaelic language and culture.
* Commitment to support the achievement of UHI's Sustainability Policy and Strategy 2023-30 objectives.
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Date: 10/10/24