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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) |
| **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. |
| **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. |
| **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. |

Date: 10/10/24