

JOB DESCRIPTION

Job Title: Project Manager – Moray Engineering & Energy Skills Academy (Moray Growth Deal)	Grading:
Section:	Reference:
<p>Job Objectives:</p> <ol style="list-style-type: none"> 1. Develop a comprehensive understanding of the university's/college's capacity and ambitions in the areas of energy, engineering and construction. 2. Develop the business case for the Moray Engineering & Energy Skills Academy (MEESA) through to a formal Outline Business Case and then Full Business Case. 3. Manage the interaction with other Moray Growth Deal (MGD) projects. and stakeholders 4. Manage the interface between MEESA and core UHI Moray objectives 5. Engage with all relevant stakeholders to ensure that the project is academically supported, commercial sound and financially sustainable. 6. Represent the university/college at meetings relevant to the role. 	
Reporting to: Deputy Principal	
Reporting to the position: None	
Interface with: College staff and students, UHI, visitors and representatives of outside organisations	
Approved by:	Date:
Signature of Post Holder:	Date:

Duties and Responsibilities:

1. Develop a comprehensive understanding of the university's/college's capacity and ambitions in the areas of energy, engineering and construction.
 - a. Work with stakeholders to ensure a full understanding of the project requirements.
 - b. Consider effective methods to ensure delivery of the projects that are within the expected outputs and outcomes.
2. Develop the business cases for the Moray Engineering & Energy Skills Academy (MEESA) through to a formal Outline Business Case and then Full Business Case.
 - a. Ensure the business case reflects strategic, national, regional and local priorities.
 - b. Ensure the business case is responsive to demand, meeting the needs of all stakeholders.
 - c. Identify proposals that provide effective management of resources to ensure accountability, control of the budget and monitoring of expenditure.
3. Manage the interaction with other Moray Growth Deal (MGD) projects and stakeholders.
 - a. Collaborate with a range of stakeholders to build positive relationships for the effective operation and development of the project.
 - b. Work closely to support stakeholders to manage and realise their role and responsibilities in the project.
 - c. Ensure MEESA takes account of learnings from the Business Enterprise Hub and develops a consistent and viable business model
4. Manage the interface between MEESA and core UHI Moray objectives
 - a. Ensure MEESA is developed as a standalone project based on incremental opportunities, resources and costs
 - b. Ensure a structured approach to curriculum development which provides a natural link to and extension of existing college activities
5. Engage with all relevant stakeholders to ensure that the project is academically supported, commercially sound and financially sustainable.
 - a. Manage resources and co-ordinate efforts of all relevant stakeholders to create successful project outcomes that are finalised within agreed time, cost and quality parameters.
 - b. Manage delivery of the project timeline and milestones using appropriate tools.
 - c. Track and report on project progress including the recording, reporting and monitoring of financial matters.
 - d. Manage quality control.
 - e. Assess, manage and mitigate/resolve risk and issues.
 - f. Promote a climate of accountability, openness, collaboration and innovation.
 - g. Ensure the proposed curriculum and assumptions regarding student numbers are tested and supported by evidence
 - h. Ensure all sources of capital and revenue costs are identified

- i. Develop a business model which identifies how long it will take for the project to become sustainable once it becomes operational, and the extent of funding required to deliver such an outcome

6. Represent the university/college at meetings relevant to the role.