

**Job Description**

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| Job Title: | OSW Sector Officer |
| Faculty/Department: | Research & Enterprise |
| Reporting to: | OSW Sector Specialist |
| Duration: | Fixed Term (2 years) |
| Job Family: | Administration |
| Pay Band: | 7 |
| Benchmark Profile: | Administrator Band 7 |
| DBS Disclosure requirement: | N/A |
| Vacancy Reference: | AE0099 |

**Details Specific to the Post**

**Background and Context**

The University of Hull is positioning itself as a catalyst for development of the Renewable Energy sector at a national and international level, building on its’ reputation of industrial knowledge and leadership. Private and public sector partners have secured £25.6m from the Regional Growth Fund (RGF) to help Hull and East Riding capitalise on the once-in-a-generation opportunity for substantial economic growth based in the renewables sector – particularly in Offshore Wind (OSW).

The Green Port Growth RGF programme aims to create a globally competitive renewables industry in the region and establish Hull and Humber as a world class centre for renewable energy. It will capitalise on Siemens’ investment in Green Port Hull as the site for its showcase OSW assembly plant, and the securing of the UK’s largest Enterprise Zone status exclusively for the renewables sector.

The Green Port Growth Programme (GPGP), comprising six strands (Business Investment Grants, Business Support, Inward Investment, R&D Support & Fund, Site Assembly, Skills and Training), will deliver a £350m programme of public and private investment and aims to create or safeguard 3500 new jobs in the offshore wind and wider renewables industry – helping local businesses and people take advantage of the opportunities.

The University of Hull is securing its position as a leader in OSW through the collaborative development of Project Aura; a multidisciplinary, multi-stakeholder project which will bring together UK expertise in engineering, and physical, environmental and social sciences to establish a global centre of industrial and academic excellence in renewable energy, and for the OSW industry in particular. Through collaboration between leading institutions (the Universities of Hull, Sheffield, Durham, and the Offshore Renewable Energy Catapult) and businesses (including Siemens, DONG Energy and others) there will be a seamless offer covering industry engagement and enterprise, research, development and innovation and skills development through a talent pipeline.

The Project will include dedicated new facilities in the Humber at the geographical heart of an active, diverse and growing OSW supply chain centred on Green Port Hull, and alongside Siemens’ new blade manufacturing plant. This will provide the physical focal point of a network of research organisations, a national framework for skills, and business and technology support services across the value chain to help create a uniquely innovative business ecosystem.

### Specific Duties and Responsibilities of the Post

The primary purposes of the role are to help deliver the University’s responsibilities for managing the Research, Development and Innovation Strand of the Green Port Growth Programme, and to provide OSW relevant resource to the wider University in engaging with the sector. This includes providing renewable energy and external funding expertise both internally to the University and externally to collaborative partners. The post holder will have an effective awareness of the offshore wind sector and a strong track record in public funding and stimulating private sector funding in R&D, helping businesses in getting products to market

The post holder will be part of the University of Hull team that engages with the developing sector. The role will require the candidate to act proactively and help in the identification of new areas of development and new organisations to secure collaboration with. Additionally, the post holder will personally provide expertise to regional companies in the development, financing, implementation and exploitation of their R&D activities in the renewables sector.

The role will also provide strategic administrative support and due diligence, helping to develop and maintain appropriate processes, protocols and reports for the effective management of the RDI Strand. In addition to this, the role will also liaise closely with the other GPG partners to endure the wider targets for the GPGP are met.

Based at the University of Hull, the work of the post holder will be undertaken as part of the Project Aura team and working closely with the other strands of the Green Port Growth Programme, ensuring that businesses receive support delivered as part of a coherent and effective package.

**GENERIC JOB DESCRIPTION**

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

### Overall Purpose of the Role

* The role holder:
  + Will provide professional advice and/or support, directly or indirectly, to faculty and/or department based upon a full understanding of a professional or specialised area of work
  + Will have gained a professional qualification (or are working towards) and/or vocational or professional experience
  + Will be expected to contribute to longer term developments within the faculty/department by giving advice and specialist support
  + Will Influence decisions or events by working collaboratively internally and externally to the University
  + Will evaluate and analyse information and use initiative and creativity to solve non standard problems
  + May lead a team within the department and/or in project activity and plan, prioritise and monitor to ensure effective use of resources

**Main Work Activities**

### Communication

1. Provide advice and guidance of a specialist nature to managers, staff, students and visitors
2. Deliver established presentations to communicate information across Faculty/Dept/University
3. Attend meetings to report on information/data
4. Take notes and produce formal minutes at meetings when required
5. Format and edit publications
6. Draft formal documentation
7. Compile procedural manuals and other University documentation
8. Write and maintain web pages

### Teamwork

* May be required to supervise the work of others
* Provides advice and guidance to other members of the team

**Liaison and Networking**

* Proactively develop and maintain internal and external contacts to benefit the University
* Participate in networks internally and/or externally

### Service Delivery

* Provide specialist administrative support to colleagues including academic and administrative staff
* Develop and manage projects that contribute to improving service delivery
* Develop and maintain systems and processes to ensure effective delivery of the service
* Contribute to policy development

### Planning and Organisation

* Organise and represent the area and University at events
* Plan and monitor the work of others
* Co-ordinate departmental processes in conjunction with senior colleagues
* Organise, prepare and service committees as appropriate
* Contribute to the longer term operational planning of the Faculty/Department

**Analysis/Reporting**

* Analyse qualitative and quantitative data producing draft reports identifying key issues that inform management interventions. Formulate recommendations and provide advice on the implications of the data

### Additionally the post holder will be required to:

* Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices This includes undertaking mandatory equality and diversity training
* Comply with University regulations, policies and procedures

**COMPETENCY SPECIFICATION**

To fulfil your role, you will need certain knowledge, skills and competencies. The following competency specification provides a framework within which your performance will be assessed. The interview assessment may include, for example, testing on IT skills.

**The Competencies set out below are essential and are core requirements** needed to perform the role and any candidate who fails the requirement will not be taken forward for further assessment or to interview.

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| **Competency** | **Identified by** |
| **Knowledge and Experience** |  |
| A relevant degree or equivalent qualification and/or experience. | **Application/Interview** |
| Can demonstrate a good understanding of the renewables industry, in particular the offshore wind sector and its unique challenges.  A track record of working successfully with academic staff including the ability to support the initiation and development of academic / private sector collaborative projects.  Proven ability in relationship management and experience of maintaining partnerships with external organisations.  A track record of successfully managing and delivering externally funded projects, specifically economic / regeneration projects.  Experience of working proactively with external businesses or clients to provide expert support and advice for successful new product or service development. | **Application/Interview**  **Application/Interview**  **Application/Interview**  **Application/Interview**  **Application/Interview** |
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| **Communication (Oral and Written)**  Can demonstrate the ability to provide information in a suitable format so that the others’ needs are met and adjusts the level of content to help others understand. | **Application/Interview** |
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| **Teamwork and Motivation**  Can demonstrate the ability to delegate work to others and/or help to build co-operation to deliver team results. | **Application/Interview** |
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| **Liaison and Networking**  Can demonstrate the ability to work across the University and/or externally to build and strengthen working relationships. Actively pursues a shared interest and works jointly to influence events and decisions. | **Application/Interview** |
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| **Service Delivery**  Can demonstrate the ability to seek ways to improve and adjust current levels of service. Deals with complaints and initiates contact with customers to obtain their reactions and views about the service and future needs. | **Application/Interview** |
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| **Decision Making**  Can demonstrate the ability to consider the impact on the Faculty/Service. Knows where a decision is beyond their responsibility and refers to others. | **Application/Interview** |
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| **Planning and Organisation**  Can demonstrate the ability to ensure that the work is carried out effectively and that resources are available to meet demand. Identifies the need for further action and resources by monitoring progress. | **Application/Interview** |
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| **Initiative and Problem Solving**  Can demonstrate the ability to investigate problems to identify their cause, takes action to prevent recurrence of problems and considers possible solutions to identify those which offer wider benefits. | **Application/Interview** |
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| **Analysis/Reporting**Can demonstrate the ability to select appropriate methods for data gathering and analysis. Gathers data thoroughly and accurately and subjects it to rigorous analysis. Obtains additional data if required. | **Application/Interview** |