

Title	Job Description for US300 Intern	Task	Name	Date
Document	USHR-OCA-JDS300	Prepared	NWW	27/02/2019
Revision	1	Reviewed	MAC	01/03/2019
Subject	Staff Role and Responsibilities	Approved	NWW	20/03/2019
Role ID	US300			
Role Title	Junior Consultant (Intern)			
Reporting to	Senior Offshore Consultant & Manager			
Manager for	None			
Base Location	Boston, MA			
Role Summary	<p>The primary focus is to provide technical support and deliver value adding services to our Clients and development of US business operations for offshore wind. The role involves exposure to ongoing construction projects from day one, and continually on a day to day basis, following the work of a senior member of our team. The practical experiences will be supplemented by formal courses, reading, and research-based tasks as part of their onboarding process.</p> <p>The employee will be expected to take greater project responsibilities for internal and Client facing work, albeit still with senior support and oversight. This may include representing OCA at meetings, devising and delivering independent work. It may include working at construction sites, monitoring and reporting progress, onshore and offshore, or attending Client meetings and industry events.</p>			
Management Responsibilities	<p>Day to day personal workload and delivery to OCA Business Participation in US team development activities</p>			
Technical Responsibilities	<p>High quality work delivery in Projects, Sales, Marketing or Knowledge tasks Support technical knowledge acquisition and retention in US organization Researches and maintains US Market technical knowledge Supports implementation of technical Quality topics Maintains corporate ethos of unwavering commitment to delivering safely</p>			
Attributes	<p><i>Experience</i> Minimum one previous corporate internship experience Preferred professional interest in career in offshore/marine industry Reporting and interacting professionally with multiple management levels, CEO to workers</p> <p><i>Skills &amp; Qualifications</i> Must be entitled to work in US but able to travel occasionally as required Preferred undertaking a degree in an Engineering, Science or, but Commercial and Management subjects also considered. Preferred member of recognized professional organization e.g. ASCE, PMI etc Skilled in document drafting, particularly project reporting, presentations, spreadsheets, database or other data handling software. Strong awareness of stakeholder expectations and meeting these Capable communication skills and collaborative approach to challenges and risks Experienced user of Office suite of software – preference for programming skillset</p>			
Remuneration	USD20/hr + Discretionary Bonus			