

Title	Job Description for UK009	Task	Name	Date
Document	UKHR-OCA-JDS009	Prepared	NICWO	12/12/2021
Version	1	Reviewed	MAEDW	15/12/2021
Subject	Staff Role and Responsibilities	Approved	NICWO	15/12/2021
Role ID	UK009			
Role Title	Project Consultant			
Reporting to	Lead Consultant (UK/Europe)			
Base Location	London / Hybrid			
Hours	Full time staff preferred (reduced hours can be discussed). Flexible working available.			
Role Summary	The primary focus of this role is to provide professional engineering and technical support to our offshore wind clients across the globe. You will be contributing to delivery of consultancy services during the development and execution phases of offshore windfarms. This will include production of discrete packages of work, provision of longer-term management and engineering services or short-term audit and advisory services. Travel internationally should be expected.			
Management Responsibilities	Day to day project delivery of consultancy services to OCA's Clients. Comply with OCA's policies, processes and procedures and those of our Clients where applicable. Participation in OCA team development activities.			
Technical Responsibilities	High quality work delivery in all tasks, compliant with QMS and industry best practice Promotes innovation internally and identifies innovative solutions in pursuit of client project objectives. Maintains corporate ethos of unwavering commitment to delivering safely.			
Attributes	<p><i>Experience</i></p> <ul style="list-style-type: none"> • Preferred 2 years' experience in offshore or major infrastructure projects. • Preferred experience in offshore wind project delivery. <p><i>Skills & Qualifications</i></p> <ul style="list-style-type: none"> • Minimum Bachelor's degree in an Engineering, Science or Management discipline and preferably recognized professional qualification (e.g., CEng) • Highly organized with developing project management skills • High quality report writing skills. • Familiarity with Office 365: Word, Excel, PowerPoint and Sharepoint • Excellent communication skills, collaborative style and positive approach to problem solving. • Good understanding of offshore wind project development and execution process. <p><i>Personal Attributes</i></p> <ul style="list-style-type: none"> • Committed to working safely, reliably, and accurately and taking pride in delivering high quality outputs • Enthusiasm to work on a range of new and dynamic projects, support the wider OCA team in producing deliverables and help business growth • Proactive approach to sharing knowledge and experience amongst colleagues. • Committed to continued learning and sharing expertise. • A drive to use creativity to engage with new challenges. • Actively supporting others within the team, the industry, and the wider community, as well as a drive to help combat climate change. 			
Remuneration	Attractive Salary + Discretionary Bonus + Substantial Benefits			