



JOB DESCRIPTION

JOB TITLE: Development Project Manager

RESPONSIBLE TO: Infrastructure Development Director

LOCATION Hybrid – home working with office base at either:
CPS Head Office in Hayle, Cornwall, or
CSP Wales Office in Pembroke Dock, Pembrokeshire

Travel throughout Southwest UK and Wales will be required with occasional travel to London, wider UK and Europe.

MAIN PURPOSE OF THE JOB:

- To support the **delivery of CSP's mission** delivering the sustainable development of floating offshore wind with a focus on maximising the once-in-a-generation opportunity for the Celtic Sea Region.
- To oversee and effectively execute CSP projects, programmes and collaborations that support the CSP mission ensuring they are delivered on time, within budget, and to scope in accordance with **CSP's** approved policies.
- Provide project and programme management expertise across the companies functional group structure, supporting colleagues during project development, execution and close-out.

Service Delivery

- Project planning: Setting up and monitoring project through the implementation of good governance including appropriate meeting cadence, workplans, schedules, risk register reviews and change requests.
- Reporting: Creating quality presentations and reports on project progress, budget, and resources to internal and external stakeholders with individual requirements
- Monitoring financial income and expenditure in line with project budgets, supporting **CSP'** Business Operations Team with funding claims and forecasts.
- Stakeholder management: Working with internal and external stakeholders, responding to enquiries, and managing relationships in a collaborative, professional manner.
- Assisting with the development and delivery of any company or project related events, meetings, workshops or seminars.

- New opportunity identification to help CSP continue to deliver its mission. It involves analysing the market, competition, and customer needs to identify areas where a business can offer a unique value proposition.
- Technical support: Providing technical support to enhance the skills and capacity of project team members
- Commitment to and responsibility for the identification and delivery of training as part of a continued professional development program.
- Data interpretation: working under own initiative and with partners to interpret and use data and findings to guide decision making.

Relationship Management

- Build and maintain relationships with colleagues and project partners to deliver service requirements.
- Provide appropriate responses to enquiries from stakeholders, seeking approval where required.

Leadership & Management

- Maintain a professional and knowledgeable demeanour throughout,
- Be a solutions-based thinker, innovating and collaborating around challenges and issues in a respectful way.

Technical Expertise

- Provide advice and support to the company team members on areas of personal interest and role responsibility.

KEY RESULT AREAS:

- Efficient and accurate day-to-day operation of CSP projects and development activity.
- Accurate and compliant provision of information to support decision making, claim preparation and audit requirements

This job description is not comprehensive or exclusive and duties may be varied from time to time, but these will not change the general character or level of responsibility of the job. This job description and your performance will be regularly reviewed with you.

Good communication and organisation skills as well as self-motivation and self-confidence will remain essential qualities to fulfil this role.

In addition to fulfilling this specific role, you may occasionally be required to make your abilities available to help meet related business needs of the Company. This would only be required if authorised by your Manager and subject to confirmation that precedence is given to your normal duties/

Date last reviewed: 12/02/25

Approved by manager: Tim James

Agreed with post holder:

PERSON SPECIFICATION

JOB TITLE: Development Project Manager

EXPERIENCE

Essential	Desirable	How identified
<p>Operation of day-to-day project management in an SME, public sector organisation or large enterprise.</p> <p>Experience of funding Programmes or similar and meeting their compliance, audit and administrative requirements.</p> <p>Ability to manage budgets.</p>	<p>Wider project delivery and management duties targeting social value from renewable energy projects.</p> <p>Successful leadership of projects and/ or programmes from inception to closure.</p>	<p>Application Form.</p> <p>References.</p> <p>At interview.</p>

EDUCATION & TRAINING

Essential	Desirable	How identified
<p>Higher Education (or equivalent) qualification or evidenced equivalent experience.</p>	<p>Renewable Energy, Engineering and/ or Project Development experience</p>	<p>Application form / CV.</p> <p>Certification.</p>

BEHAVIOURS

Essential	Desirable	How identified
<p>Analytical approach to work and strong attention to detail.</p> <p>Ability to work effectively in multi-disciplined and multi-stakeholder project teams.</p> <p>Ability to problem-solve.</p> <p>Self-motivated with the ability to work with a minimum amount of supervision.</p>	<p>“Customer focused” in approach to project partners, stakeholders and funders.</p>	<p>Application form / CV.</p> <p>Interview.</p> <p>References.</p>

<p>Ability to use initiative to prioritise and organise workload.</p> <p>Excellent communication skills, with ability to communicate both orally and in writing in a clear, concise, professional, and diplomatic manner.</p>		
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KNOWLEDGE & SKILLS

Essential	Desirable	How identified
<p>Good numeracy and literacy skills.</p> <p>Computer literate, with advanced Excel skills and the ability to communicate by email and prepare documents and presentations using Microsoft 365 standard packages.</p> <p>Project management principles and practice.</p>	<p>Good understanding of public funding.</p> <p>Proficient in MS Project and comparable software solutions.</p> <p>Ability to compile information, format and present in an effective way.</p>	<p>Application form / CV.</p> <p>Interview.</p> <p>References.</p>

ANY ADDITIONAL FACTORS

Essential	Desirable	How identified
<p>Some flexible working outside normal office hours may be required.</p> <p>Able to effectively work remotely.</p> <p>Willingness and ability to travel within the UK.</p>	<p>Access to own vehicle.</p> <p>Facilities to safely work from home.</p> <p>Cornish/ Welsh Speaker</p>	<p>Application form / CV.</p> <p>Interview.</p> <p>References.</p>