



JOB DESCRIPTION

1. JOB TITLE

Project Delivery Manager

2. REPORTING RELATIONSHIPS

Reports To

Senior Delivery & Integration Manager

Direct Reports

None

(The role may assume responsibility for project officers, project coordinators, contractors, consultants or temporary project resources as required.)

Matrix Relationships

- Chief Executive Officer
- Head of Operations & Finance
- Head of Interface & Product Portfolio
- Senior Programme Manager / PMO Lead
- Technical & Data Lead
- Commercial & Partnerships Manager
- Product & Programme Manager
- Finance, Compliance & Commercial Manager
- Chief Technical Officer (0.4 FTE)

Key External Relationships

- Clients and Commissioners
- Project Sponsors
- Contractors and Suppliers
- Consultants and Technical Advisors
- Delivery Partners
- Development Companies and Joint Ventures
- Regulators and Statutory Consultees
- Funding Bodies
- Academic and Research Organisations



3. ROLE WITHIN THE CSP OPERATING MODEL

Celtic Sea Power delivers value through three core capabilities:

Interface

Understanding, engaging and aligning stakeholders, customers, markets and opportunities.

Integrate

Coordinating organisations, resources, information and governance to create effective delivery structures.

Implement

Converting plans into tangible outcomes through effective delivery and execution.

The Project Delivery Manager operates within CSP's Implement capability and is responsible for managing the day-to-day delivery of projects and work packages.

The role provides the practical delivery management required to convert plans, programmes and opportunities into successful outcomes.

The postholder acts as CSP's delivery representative on assigned projects and is responsible for ensuring projects are delivered safely, effectively, professionally and in accordance with client requirements.

4. MAIN PURPOSE OF THE ROLE

To manage the successful delivery of projects and work packages on behalf of CSP and its clients.

To coordinate project activities, contractors, consultants and delivery partners to ensure agreed outcomes are achieved.

To provide effective project planning, monitoring, reporting and stakeholder management.

To support the implementation of CSP's products, programmes and services across multiple sectors and geographies.



5. PROJECT DELIVERY RESPONSIBILITIES

The postholder shall:

Project Mobilisation

- Support project initiation and mobilisation.
- Develop project delivery plans.
- Establish project controls and reporting arrangements.
- Coordinate project start-up activities.

Project Management

- Manage project delivery activities.
- Maintain project risk registers and mitigation plans.
- Coordinate delivery teams.
- Monitor progress against agreed milestones.
- Manage project schedules.
- Monitor project budgets.
- Coordinate project communications.

Project Reporting

- Prepare project reports.
- Maintain project documentation.
- Support governance reporting.
- Monitor performance against objectives.

Project Closure

- Coordinate project close-out activities.
- Capture lessons learned.
- Support project evaluation.
- Maintain project records.

6. IMPLEMENT CAPABILITY RESPONSIBILITIES

The postholder contributes directly to CSP's Implement capability through:

Delivery Coordination

- Coordinating delivery activities.
- Managing implementation plans.
- Supporting delivery assurance.



- Facilitating communication between stakeholders.

Contractor Management

- Coordinating contractors and suppliers.
- Monitoring performance.
- Managing delivery interfaces.
- Supporting issue resolution.

Delivery Assurance

- Monitoring project performance.
- Supporting quality assurance.
- Escalating issues and risks.
- Promoting continuous improvement.

The postholder supports the ongoing development and deployment of CSP's Implement capability.

7. STAKEHOLDER MANAGEMENT RESPONSIBILITIES

The postholder shall:

Client Liaison

- Maintain effective client relationships.
- Manage project communications.
- Respond to client enquiries.
- Support customer satisfaction.

Partner Coordination

- Coordinate delivery partner activities.
- Facilitate collaborative working.
- Support joint project planning.

Stakeholder Engagement

- Maintain stakeholder communications.
- Support consultation activities.
- Ensure stakeholder expectations are managed appropriately.

8. SERVICE DELIVERY RESPONSIBILITIES

Client Delivery Excellence



The postholder is personally accountable for ensuring that all client, partner, funder and stakeholder deliverables are delivered:

- To a consistently high professional standard.
- On time.
- Within budget.
- To agreed scope.
- In accordance with CSP policies and quality standards.

Quality Assurance

The postholder shall:

- Monitor delivery quality.
- Ensure outputs meet client requirements.
- Support technical review processes.
- Maintain accurate project records.

Performance Management

- Monitor project KPIs.
- Report performance issues.
- Support corrective action planning.
- Promote continuous improvement.

9. COMMERCIAL RESPONSIBILITIES

The postholder shall:

Project Financial Management

- Monitor project budgets.
- Track project expenditure.
- Support forecasting activities.
- Identify financial risks and opportunities.

Contract Delivery

- Support contract compliance.
- Monitor delivery obligations.
- Escalate contractual issues where required.

Business Development Support



- Identify follow-on opportunities.
- Support proposal development.
- Contribute delivery expertise to bids.
- Support customer retention activities.

The postholder is expected to contribute to the commercial success and sustainability of CSP.

10. LEADERSHIP & PEOPLE MANAGEMENT

Current Line Management

- None

Project Leadership Responsibilities

The postholder shall:

- Lead project teams where assigned.
- Coordinate multidisciplinary resources.
- Support capability development.
- Mentor colleagues where appropriate.
- Promote collaborative working.

Future Growth

The role may assume responsibility for project coordinators, project officers or specialist delivery resources as the organisation expands.

11. MATRIX MANAGEMENT RESPONSIBILITIES

The postholder shall:

- Work across capability boundaries.
- Support all product owners.
- Support programme delivery teams.
- Support collaborative ventures and development companies.
- Coordinate project resources across multiple functions.

The postholder is expected to influence outcomes through effective project leadership and stakeholder management rather than formal authority.

12. DECISION MAKING AUTHORITY

May Approve

- Project delivery plans.
- Project schedules.
- Routine project communications.
- Project reporting formats.
- Day-to-day project decisions.

Must Recommend

- Significant project changes.
- Resource changes.
- Budget variations.
- Contractor appointments.

Must Escalate

- Material project risks.
- Significant cost overruns.
- Health and safety concerns.
- Contractual disputes.
- Reputational issues.

13. CONTRIBUTION TO SHAREHOLDER KPIs

Primary Responsibility

- Trusted Partner Status.
- Commercial Discipline.

Supporting Responsibility

- Strategic Alignment.
- Financial Sustainability.
- Growth in Organisational Value.

The postholder contributes by ensuring projects are delivered professionally, efficiently and to a consistently high standard.



14. CONTRIBUTION TO COMMISSIONER KPIs

Primary Responsibility

- Programme Delivery.
- Sector Progression.

Supporting Responsibility

- Sector Readiness.
- Barrier Reduction.

The postholder contributes through successful delivery of projects, programmes and collaborative initiatives.

15. PERSONAL PERFORMANCE MEASURES

Project Performance

- Project milestones achieved.
- Project reporting issued on time.
- Projects delivered within agreed tolerances.

Client Satisfaction

- Positive client feedback.
- High levels of stakeholder satisfaction.

Delivery Quality

- Outputs meet agreed standards.
- No material delivery failures.

Client Delivery Excellence

- 100% of assigned deliverables submitted to agreed quality standards.

Commercial Contribution

- Support achievement of project financial objectives.
- Contribution to successful bids and follow-on opportunities.



16. HEALTH, SAFETY, ENVIRONMENT & WELLBEING RESPONSIBILITIES

Celtic Sea Power Ltd is committed to maintaining a safe, healthy and environmentally responsible working environment for employees, clients, partners, contractors and members of the public.

All employees have a personal responsibility to support the effective implementation of the Company's Health, Safety, Environmental and Wellbeing (HSEW) arrangements and to comply with all relevant legislation, policies, procedures and safe systems of work.

The postholder shall:

General Responsibilities

- Take reasonable care for their own health, safety and wellbeing and that of others who may be affected by their actions or omissions.
- Comply with all Company health, safety, environmental and wellbeing policies, procedures and guidance.
- Work in a safe and responsible manner at all times.
- Support the promotion of a positive health, safety and wellbeing culture throughout the organisation.
- Attend mandatory health, safety and wellbeing training as required.

Risk Management

- Identify, assess and appropriately manage risks associated with their activities.
- Ensure that hazards, near misses, unsafe conditions and incidents are reported promptly through the Company's reporting procedures.
- Participate in risk assessments and implementation of appropriate control measures where required.
- Support the continuous improvement of risk management practices across the organisation.

Project and Programme Activities

- Ensure health, safety and environmental considerations are incorporated into project, programme and product planning and delivery activities.
- Consider the health, safety and environmental implications of decisions and recommendations made in the course of their work.
- Ensure appropriate management arrangements are in place when working with contractors, consultants, delivery partners and third parties.



Travel and Site Visits

Where the role requires travel, site visits or attendance at client, partner or contractor premises, the postholder shall:

- Comply with all site-specific health and safety requirements.
- Follow relevant travel and lone-working procedures.
- Ensure appropriate personal protective equipment is used where required.
- Stop work and escalate concerns where activities present an unacceptable risk to health, safety or the environment.

Environmental Responsibility

- Support CSP's commitment to environmental stewardship and sustainability.
- Consider environmental impacts when planning and delivering activities.
- Promote efficient use of resources and minimise waste wherever reasonably practicable.

Wellbeing

- Support a positive and inclusive working environment.
- Promote good physical and mental wellbeing.
- Raise concerns regarding workload, wellbeing or workplace practices where appropriate.
- Contribute to a respectful, professional and supportive organisational culture.

Additional Responsibilities for Managers

Employees with line management responsibilities shall additionally:

- Promote and demonstrate visible leadership in health, safety and wellbeing.
- Ensure appropriate risk assessments and control measures are implemented within their area of responsibility.
- Support incident investigations and implementation of corrective actions.
- Ensure employees receive appropriate information, instruction, training and supervision.
- Monitor compliance with Company health, safety and wellbeing arrangements.
- Promote continuous improvement in health, safety, environmental and wellbeing performance.

17. PERSON SPECIFICATION

Essential Experience

- Project management.
- Stakeholder management.
- Contractor coordination.
- Project reporting.
- Risk and issue management.
- Working within multidisciplinary teams.

Desirable Experience

- Offshore wind sector.
- Infrastructure projects.
- Marine sector.
- Innovation programmes.
- Public sector funded projects.

Essential Skills

- Project planning.
- Communication and coordination.
- Stakeholder management.
- Problem solving.
- Organisation and prioritisation.
- Risk management.
- Commercial awareness.

Qualifications

Degree level qualification or equivalent professional experience.

Relevant project management qualification (PRINCE2, APM, MSP or equivalent) desirable.

18. WORKING ARRANGEMENTS

Hybrid working role based in Cornwall.

Regular travel throughout the UK required.

Occasional international travel may be required.



Flexible working arrangements may be required to support organisational and stakeholder needs.

Expected Time Allocation

The role will typically be deployed across multiple projects and programmes simultaneously and is expected to flex between internal CSP priorities, client-facing delivery and collaborative venture support as required.