

Project Planner and Administrator

Company: Nova Innovation

Location: Edinburgh

Summary

Nova Innovation is recruiting a Project Planner and Administrator to join our talented and energetic team working at the forefront of the tidal energy industry.

The role

Project Planner and Administrator working as part of a dynamic team to efficiently deliver world leading tidal energy projects. The role encompasses a diverse range of tasks including detailed planning of high-profile international projects and completion of project administration activities to ensure successful project delivery. The role requires proven skills in project planning and project administration methodologies through the various stages of project lifecycles.

Responsibilities

Primary responsibilities of this job will include:

- Developing and maintaining project plans, including scheduling of work activities across projects, to ensure effective delivery.
- Proactively managing project dependencies and identification of potential constraints.
- Data processing and production of reporting documentation.
- Administrative project management tasks to support project delivery.
- Working alongside multi-disciplinary project teams to drive progress.
- Delivery of strategic business goals through effective project delivery.
- Other project and company duties as required by the business.

Attributes

We would expect applicants to have the following attributes:

- Strong organisational skills and well-developed interpersonal skills.
- Proven project planning experience of complex projects.
- In-depth knowledge and experience of MS Project.
- Excellent analytical skills and attention to detail.
- Strong presentation, report writing and communication skills.
- Proven track record of effective team working.
- Positive personality with a proactive 'can-do' attitude.

It would be advantageous if applicants had:

- A recognised project management or project planning qualification.
- Experience within and knowledge of an engineering, industrial or technology sector.

About Nova Innovation

Nova Innovation (Nova) is a world-leading tidal energy company delivering a proven technology with global potential. We design, build, and operate tidal energy turbines and have offices in Scotland, Ireland, Wales, Canada, and Belgium.

Nova has a strong track record for growth and delivery including deploying the world's first offshore tidal array in Shetland, Scotland in 2016; successfully building the world's first baseload tidal power station in partnership with Tesla in 2018; and securing our first international projects in Canada in 2020.

With a full order book, Nova is looking for a Project Planner and Administrator to support the continued delivery of Nova's tidal technology and scale-up of the business.

Conditions, remuneration and benefits

The salary is negotiable depending on experience, with a guide range of £35,000 - £45,000 FTE per annum; we also offer a pension scheme. Annual holidays are 25 days per annum plus 8 public holidays. Applications on a part time basis will be considered.

If you would like to apply, please email your CV to applications@novainnovation.com, **with a covering letter** stating why you think you would be suited to this position. For the Subject field in your email, please use: "**Job application: 21005 Project Planner and Administrator**".