

**JOB DESCRIPTION****JOB TITLE:** Data Analyst**RESPONSIBLE TO:** Validation Tool Project Manager**FUNDED BY:** Part funded by European Regional Development Fund  
**This is a fixed term contract until 30<sup>th</sup> June 2023.****LOCATION** Based in Hayle, with regular travel throughout South West UK and occasional overseas travel.**MAIN PURPOSE OF THE JOB:**

- To support the delivery of the wind resource data acquisition and delivery work package of the ERDF Priority Axis 4 (PA4) funded project “Cornwall Floating Offshore Wind Accelerator”
- To develop the key requirements for an effective data acquisition, tool development and dissemination campaign to provide support to businesses
- To support the execution of a data sharing and dissemination plan providing support to businesses within Cornwall and the Isles of Scilly
- To effectively procure and contract manage the Project’s digital requirements including hardware, websites and data sharing platforms
- Effectively work with delivery partner colleagues across the workstreams and act as a data coordinator for all Project outputs

**Service Delivery**

- Lead on the technical development of data validation tools
- In close collaboration with Wave Hub and Project Delivery Partner colleagues, ensure all work package activities are delivered compliantly and within budget
- Effectively performance manage digital requirements contracts to ensure deliverables in line with aspiration.
- Ensure that all WHL material, specifications, requirements and data supplied to contractors, regulators and stakeholders is accurate, fit for purpose and timely,
- Ensure that all project procurement, cost defrayal and record keeping is in line with all ERDF and other funding rules
- Support the Validation Tool Project Manager deliver business facing workshops, seminars and meetings related to the data acquisition and delivery campaign
- Support the Validation Tool Project Manager on all Marine License, EIA, Seabed licences applications and queries as may be required.

**Relationship Management**

- Develop, and maintain, excellent relationships with delivery partners across all workstreams. Act as the Project’s “data coordinator”

**Leadership & Management**

- Maintain a professional and knowledgeable demeanour throughout.





# Cornwall FLOW Accelerator

## Wave Hub Development Services Ltd

- Present to stakeholders, partners, conferences and the public on the project, its benefits and progress,
- Act as an ambassador for Wave Hub Ltd and Wave Hub Development Services.

### Performance reporting & management

- Provide timely management information to the Project Director including activity/ progress reports, budget updates, identified issues, risk update etc,
- Oversee the preparation of progress reports for funders as required,

### Resource Management

- Responsibility for the Work Package revenue budget,

### Technical Expertise

- Maintain professional knowledge to ensure credibility and competence

### KEY RESULT AREAS:

- Successful definition and delivery of data validation tools suitable for the FLOW sector
- Delivery of support to businesses through successful delivery of data sharing and dissemination plan,
- Strong relationships with key Stakeholder,

*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: 29/10/2020**

**Approved by manager:**

**Agreed with post holder:**



HM Government



**European Union**

European Regional  
Development Fund

**PERSON SPECIFICATION****JOB TITLE:** Data Analyst**EXPERIENCE**

<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
<p>Evidence of data analysis, interpretation and presentation for a marine or similar business client base.</p> <p>Experience of successful multi-stakeholder relationship development and partnerships.</p> <p>Sound procurement and contract management experience</p> <p>Experience of preparing management reports, risk registers and briefs for complex offshore, development, infrastructure projects</p>	<p>Knowledge of European funding structures and programmes</p> <p>Experience of public/private sector partnerships</p>	<p>Application Form</p> <p>References</p> <p>At interview</p>

**EDUCATION & TRAINING**

<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
Degree and/or professional qualification in a relevant discipline.	Coding qualification or equivalent experience	<p>Application form / CV</p> <p>Certification</p>

**BEHAVIOURS**

<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
<p>Confident communication skills, open and approachable style</p> <p>Excellent communication, presentation and networking skills</p> <p>Ability to work within a team and motivate groups and individuals</p>	<p>Commercially and politically aware with the ability to influence outcomes with diplomacy</p>	<p>Application form / CV</p> <p>Interview</p> <p>References</p>



Ability to influence and negotiate at all levels in contentious situations		
Enthusiastic and positive approach		
Resilience and adaptability		

**KNOWLEDGE & SKILLS**

Essential	Desirable	How identified
Ability to use initiative, innovate and find solutions that are achievable and realistic	Advanced coding skills including database, front end, UI, Full stack development etc	Application form / CV Interview References
Knowledge of marine data and wind resource assessment		
Coding skills sufficient define basis of design		
Ability to work on own initiative and also as a member of a team		
Excellent data/information gathering, analysis and report writing skills		
A good understanding of sustainability and cross cutting issues		

**ANY ADDITIONAL FACTORS**

Essential	Desirable	How identified
Fully competent in the use of ICT including the main Microsoft packages	Access to own vehicle Facilities to safely work from home	Application form / CV Interview References
Some flexible working outside normal office hours may be required		



 **Cornwall FLOW Accelerator**

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<p>Able to effectively work remotely</p> <p>Willingness and ability to travel within and outside the UK</p>		
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