

Job Description

Job Details	
Job Title	Project Manager – Industrial Growth Plan (IGP)
Department	Industrial Strategy Development
Location	Flexible
Title of Direct Superior	Executive Director Industrial Development Strategy
No. of Immediate Subordinates	None
Salary	TBD
Assignment Duration	12 Month FTC
Working Pattern	37.5 hours per week
Business Context	The Offshore Wind Growth Partnership is the UK's flagship supply chain growth funding and business support organisation dedicated to offshore wind. Its mission is to accelerate development of the UK's offshore wind supply chain. OWGP has been set up as an independent, not-for-profit organisation to support development of the offshore wind supply chain, helping to generate know-how, economic value, highly skilled jobs, and export income for UK businesses. In December 2024, it was announced that OWGP is expanding its activities to take on the role of the Offshore Wind Industrial Growth Plan Delivery Body ("IGP Delivery Body"). The IGP Delivery Body's role and objectives are described in the Industrial Growth Plan (published in April 2024), available on the Offshore Wind Industry Council (OWIC) website. For more information, visit: https://owgp.org.uk/. The transition of OWGP to assume the IGP Delivery Body role is underway. As part of our role as the Industrial Growth Plan (IGP) Delivery Body, the Offshore Wind Growth Partnership (OWGP) is leading the comprehensive rewrite and update of the national Industrial Growth Plan for release in June 2027.
Main Purpose	This role acts as the central engine for planning, project controls, risk management, coordination of staff and consultant team members, stakeholder engagement and reporting. The successful candidate will maintain complete governance over the programme structure, manage complex interdependencies across workstreams, and ensure clear, transparent reporting across all internal and external governance bodies leading up to the June 2027 launch. Post-launch responsibilities include stakeholder engagement, monitoring of implementation actions and handover of the updated IGP to the OWGP strategy team. • Planning, Project Controls & Governance: Establish, maintain, and monitor the overarching baseline schedule, work breakdown structure (WBS), and progress tracking frameworks for the 2027 IGP rewrite. • Risk & Issue Management: Design and own the programme Risk Register, actively identifying early-warning indicators, facilitate risk assessments, and tracking mitigation strategies across all workstreams. • Team Coordination: Support the procurement and contract management of external technical consultants; coordinate delivery partners and staff contributors to inform the IGP rewrite.

	• Internal Communications & Stakeholder Management: Function as the central communications node within the OWGP, keeping executive leadership, the OWGP Board, and core delivery teams aligned on progress, critical path risks, and milestone achievements. • Quality & Documentation Control: Maintain strict version control, record management, and audit-ready documentation for all IGP analysis, draft chapters, board submissions, and final publishing assets. Develop and carry out progress reporting. • IGP Launch and Handover: Coordinate the launch activities, produce an implementation checklist and lessons learned log. Hand the plan over to the OWGP team for enduring management and monitoring activities.
Accountabilities	The Project Manager - IGP shall be responsible for timely execution of all necessary activities leading to update, publication and early implementation engagements concerning the Offshore Wind Industrial Growth Plan 2027. More specifically, the successful candidate will: 1. Project Controls & Programme Tracking • Build, maintain, and update the master IGP 2027 project plan, monitoring progress against key milestones leading to the June 2027 launch at Global Offshore Wind. • Track workstream performance, identifying critical path dependencies and potential schedule slippages in close coordination with the IGP Programme Manager and Executive Director Industrial Development Strategy • Maintain and control central documentation, including draft papers, analysis inputs, feedback logs, and final publication assets. • Control task and sub-project budgets, ensuring cost forecasts and external consultancy expenditures remain strictly within allocated budgets. 2. Risk Management & Governance • Maintain the formal IGP Risk, Assumptions, Issues, and Dependencies (RAID) log. • Facilitate regular risk review sessions with workstream leads to proactively plan and implement mitigating solutions. • Prepare clear risk escalation reports for the Executive Director Industrial Development Strategy and the OWGP Board. 3. Team Coordination • Support the procurement process for external advisory services, research studies, and technical consultants needed for the IGP update, including scope drafting and evaluation framework alignment. • Facilitate contract administration and onboarding for external suppliers and specialist delivery partners. • Coordinate supplier deliverables to ensure contract terms, timelines, and quality standards are fully met before sign-off. • Coordinate input from staff members 4. Internal Communications & Stakeholder Alignment • Develop and execute an internal stakeholder engagement and communication plan to keep OWGP management, and Board members informed of progress. • Synthesise complex technical and strategic inputs into clear, executive-level progress reports, presentations, and briefing notes for senior management and board meetings. • Interface smoothly with external stakeholders (including Strategy Board and OWIC members, and cluster leads) on administrative, alignment, data-gathering and information sharing workflows. 5. Operational Health & Safety

	- Commit to ensuring and maintaining a high standard of health, safety, and well-being awareness, encouraging safe behaviours across direct colleagues, external contractors, and project stakeholders. Authority & Decisions - Delegated authority over operational tasks and tracking controls as assigned by the Executive Director Industrial Development Strategy. - Responsibility for maintaining accurate baseline schedules, risk evaluations, and financial expenditure tracking for the IGP rewrite project. - Direct oversight of procurement documentation control and third-party contract tracking prior to executive sign-off.
Special Challenges	The comprehensive rewrite and update of the national Industrial Growth Plan requires the ability to bring together and manage a complex range of stakeholders from both the private and public sectors. Understanding of the global offshore wind market and competitiveness of the UK in a global marketplace will be very helpful. The following additional skills would be desirable: - Recognized project management qualification (e.g., APM PMQ, PRINCE2, PMP, or MoR). - Familiarity with the UK offshore wind sector, energy policy, and supply chain dynamics. - Excellent relationship management skills, with confidence engaging across multi-disciplinary internal teams, executive leadership, and external partners. - Strong problem-solving abilities and tenacity when dealing with conflicting deadlines or complex project dependencies.
Key Capabilities	To succeed in the role the Project Manager – Industrial Growth Plan will have: - Passion for helping to achieve clean growth through successful implementation of the offshore wind Sector Plan - Degree qualification or equivalent professional experience in project management, business administration, engineering, or a related discipline. - Strong background in project controls, project management methodologies, PMO governance, and risk tracking frameworks. - High level of analytical and planning skills, with a proven ability to look forward, anticipate delivery risks, and implement effective mitigations. - Demonstrated experience supporting procurement processes, scope definition, and contract management for technical or strategic consultants. - Exceptional written and verbal communication skills, with experience tailoring complex project data into executive summaries and board-level updates. - Proficient with project management and scheduling software (e.g., MS Project, Smartsheet, Primavera P6) and reporting platforms. The following capabilities and qualifications are desirable: - Experienced in analysis of complex eco-systems (e.g. market intelligence, competitive intelligence, policy or consultancy) 5+ years of experience in offshore wind
Key Attributes	The following attributes are desirable: - Excellent relationship management skills and confidence working with various stakeholders at all levels. - Ability to influence, negotiate, and communicate with all stakeholders and partners. - Excellent planning and analysis skills with the ability to anticipate issues and present viable solutions within tight timescales.

	• A proactive approach to problem solving – dealing with conflicting requirements from external and internal stakeholders. • Ability to deliver innovative and creative thinking and communicate simply. • Tenacity, persistence and determination to succeed in overcoming obstacles • Analytical Rigour: A meticulous and detail-oriented approach to data, ensuring accuracy and reliability in all analysis and reporting without becoming stalled in analysis mode. • Proactivity and Drive: Self-motivated and results-driven, with a commitment to achieving the ambitious targets set out in the Industrial Growth Plan. • Innovative Thinking: A capacity for unconventional thinking and developing novel methods for tracking performance and diagnosing industrial challenges combined with a communication style that simplifies complex ideas to be shared with a wide stakeholder group. • Collaboration: A team player who can effectively collaborate with colleagues across OWGP and with external partners to secure buy-in and data sharing. • Adaptability: Ability to thrive in a dynamic, fast-paced environment as the IGP Delivery Body scales up and industry priorities evolve.
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