

Job Description

Core job information

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|------------------------|------------------------------------|------------------|-------------------|
| Job Title | Summer Intern | | |
| Working hours per week | Summer: 37.5 | Direct Reports | None |
| Reports to (job title) | Operations Manager - North America | Current location | Friday Harbor, WA |

Job purpose

Summer Intern to support the development of the Coastal Acoustic Buoy (CAB: <http://www.smruconsulting.com/products-tools/cab/>) system for use in mitigation and consulting work throughout the SMRU Consulting group of companies. The intern must be currently enrolled in a relevant bachelor's degree and have the ability to work both independently and within a small team. The role will be located in Friday Harbor, WA. The key part of this role is to assist in the development, building, and commercialization of the CAB system. The intern will work as a part of a small team and under the guidance of our engineering staff and the Operations Manager. The intern will primarily work from our offices / fabrication shop but will also need to help with field testing.

Main Duties and Responsibilities of the Role

- Assist staff in the development and fabrication of CABs.
- Help develop CAB for offshore wind mitigation as part of a three-year DOE contract (https://www.nationalwind.org/wp-content/uploads/2020/01/4-SMRU_CABOW.pdf).
- Help evaluate and test CAB options for radio/other communication.
- Assist in testing of CAB units under different deployment scenarios and deployment durations to develop best practices for maximizing data quality. This will involve testing of hydrophone/CAB deployment/retrieval and mooring options.
- Help develop documentation on CAB use, maintenance and construction.

It is expected that this job description be read in conjunction with the relevant person specification and competency framework.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or levels of responsibilities and the tasks identified act as a guide only.

You will be required to self-manage and to prioritize the workload in order to enable you to meet work deadlines as required.

Person Specification

This details the attributes e.g. skills, knowledge/qualifications and competencies which are required in order to undertake the full remit of this post.

| Knowledge, Skills & Experience | | | |
|---|---|--|---------------------------|
| Attributes | Essential Requirements | Desirable | Means of Assessment |
| Education & Qualifications (technical, professional, academic qualifications and training required) | <ul style="list-style-type: none"> ✓ Currently enrolled in a bachelor’s degree in an applicable subject (e.g. Engineering, Marine Biology, Oceanography or related field) | <ul style="list-style-type: none"> ✓ WA boaters license | Application and Evidence |
| Relevant Experience (examples of specific experience and knowledge sought) | <ul style="list-style-type: none"> ✓ Problem solving skills ✓ Proficient in using core IT tools such as MS Office, specifically Excel, Word, and Outlook ✓ Ability to work safely in the lab and in the field ✓ Ability to quickly learn new software and hardware skills | <ul style="list-style-type: none"> ✓ Science background ✓ Interest and/or experience with the design and testing of instrumentation ✓ Interest and/or experience with field testing equipment ✓ Basic electronics skills (soldering, connectivity testing, etc.) ✓ Ability to conduct basic acoustic analyses | Application and Interview |
| Competencies & Skills (E.g. effective communication skills, initiative, flexibility, leadership etc.) | See below | | Application and interview |
| Customer engagement: <ul style="list-style-type: none"> ◆ NA | <ul style="list-style-type: none"> ◆ NA | | |
| Managing self: <ul style="list-style-type: none"> ◆ Effective leadership ◆ Self-awareness | <ul style="list-style-type: none"> ◆ Takes personal responsibility for actions and outcomes ◆ Critiques own approach and learns from mistakes and ensures they are not repeated ◆ Able to work independently and liaise effectively with satellite offices | | |

| Competencies & Skills/continued | | |
|---|---|---------------------------|
| (E.g. effective communication skills, initiative, flexibility, leadership etc.) | | |
| Planning and delivery of work ♦ Effective time management | ♦ Prioritizes project work to meet deadlines and deliver objectives ♦ Uses meetings in a timely and effective way ♦ Recognizes when to make decisions and tackle problems on own and when to involve others | |
| Working with others: ♦ Actively contributes in a positive manner to all teams they are members of | ♦ Understands their role in the team, shares information with colleagues | |
| Communicating with others: ♦ Listening skills ♦ Communicate ideas and information clearly | ♦ Active listener ♦ Speaks clearly and concisely, checks understanding and seeks clarity where required. | |
| Data management and administration | ♦ Deals with IP, data and information competently and professionally | |
| Scientific/ Technical Data Manipulation | ♦ Ability to undertake data manipulation and analytical tasks using computer software programs | |
| Attitude & disposition | Flexible; motivated | Application and interview |
| Essential Criteria: | Requirements without which a candidate would be unable to understand the full remit of the role. Applicants will normally be rejected at the short-listing stage. | |
| Desirable Criteria: | Requirements which would be useful for the candidate to have. When short listing, these criteria will be considered when more than one applicant meets the essential requirements | |