



Sybille Cyr
MANAGER - HUMAN RESOURCES

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Regulatory Affairs Manager

Location: Portland, Maine
Reports to VP Development

Summary:

The position resides within the ORPC development team. The person leads permitting, licensing, and compliance including managing schedules and deadlines. ORPC currently has development projects in the U.S., Canada, Chile and Europe, and periodically performs consulting services under contract.

This person will have the ability to rigorously apply basic science and policy concepts, and leverage communications and personal skills to mediate interactions among engineering staff, scientific and non-scientific governmental and regulatory agencies, and the general public. Areas of technical expertise include: experience with state and federal permitting and licensing for ocean energy and/or hydropower projects, National Environmental Policy Act (NEPA) process and associated assessments, adaptive management, and environmental policy for renewable energy. Additional experience related to GIS mapping, resource assessment, marine science, and civil or environmental engineering is beneficial. On-water and safety experience are preferred. A full commitment to teamwork and collaboration is essential, as well as a positive and respectful attitude.

Other skills of value: contractor management, field study and scope definition, project estimating.

FSLA Status: exempt.

Duties and Responsibilities include the following. Other duties may be assigned.

- **Permitting, Licensing & Compliance**
 - Interact directly with government permitting agencies.
 - Manage internal and external resources as required to apply for, obtain and comply with permits and licenses.
 - Develop strategies and recommendations for policy improvements to accelerate permitting and licensing efforts in the U.S., Canada and other regions where ORPC works.
 - Work in close coordination with ORPC principal investigators to inform regulatory aspects of project proposals and lead NEPA.
 - Responsible for establishing and maintaining regulatory compliance tracking tools.

- **Development Services**
 - Coordinate with development and engineering teams.
 - Support the identification of new development opportunities, strategic partners, and funding mechanisms related to regulatory affairs.



- Represent ORPC at industry functions, such as association events and conferences, and provide feedback and information on market trends, networking results, etc.
- Stakeholder engagement:
 - Conduct informal discussions with local stakeholders to keep them advised of ORPC's regulatory activities.
 - Facilitate community or public meetings in a professional manner.

Qualifications:

To perform this job successfully, individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor of Science (BS), advanced degree desirable, from an accredited university, several years (3-5 minimum) of project management, environmental and /or energy licensing support experience including:

- Ability to prioritize several projects and conflicting demands.
- Must be familiar with environmental monitoring field work.
- Must be familiar with the Federal Energy Regulatory Commission licensing process and related agency procedures, NEPA, as well as the regulatory requirements of state agencies. Experience with international regulations beneficial.
- Must have experience with complex document preparation.

Language Ability:

Requires excellent written and oral communication skills. Secondary language skills, including French or Spanish are a positive.

Math Ability:

Requires development of budgets and pro formas and other business-related quantitative skills.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

To perform this job successfully, individual should be proficient in Microsoft Word, Excel and Outlook, Internet Explorer, and familiar with mapping and spatial planning tools such as GIS.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.



Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk.

Travel

Periodically ORPC job responsibilities require travel elsewhere in state, regionally, nationally and internationally. Persons must have a valid driver's license and passport.

ORPC offers the opportunity to join a growing, innovative, international team. To apply, please send your CV along with a detailed letter providing specifics on how your background meets the qualifications, as well as reasons for your interest in becoming a member of the ORPC Team. Please send this information to Kim Morlock, kmorlock@orpc.co. In the subject line of the email please include "Regulatory Affairs Manager".