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| **Job Title:** | Senior Officer, Marine Licensing |
| **Directorate:** | Evidence, Policy and Permitting |
| **Team:** | Marine Licensing Team |
| **Location:** | Ty Cambria |
| **Post Number:** | 202447 |
| **Grade:** | 6 |
| **Reports To:** | Team Leader, Marine Licensing |
| **Direct Reports:** | 0 |
| **Welsh Language Requirements:** | One team member must be Level 4 others can be a lower Level |
| **Job Purpose:** | To provide specialist lead/support on the assessment and determination of complex Marine Licence applications in accordance with NRW Policy, processes, guidance and procedures.  To provide specialist expertise to cover the Marine regimes relevant legislation.  To be accountable for non-routine strategic permitting work needed to ensure NRW are issuing effective permits in line with changing legislation and regulatory requirements.  To work closely with Marine team members and across the Permitting Service, to share both routine and non-routine work to maximise efficiency and utilise individual strengths. |
| **Key Job Accountabilities:** | The post holder will:  Lead on complex licence determination and decision making under marine permitting legislation by carrying out appropriate technical assessment in accordance with NRW policies and procedures where available, and issue, refuse or vary permits within timescales.  Lead on influencing and implementing mentoring and coaching frameworks to aid technical development of other permitting officers within Marine Licensing and where applicable throughout the permitting service, ensuring consistency in approach.  Extensive experience of permitting decision making using a range of technical guidance as required by the Marine Licensing regime.  Lead on supporting operational teams by providing specialist expertise in pre-application discussions and post licence work for a range of application types within the field of Marine Licensing.  Identify and deliver opportunities for process and procedural changes.  Deliver an efficient and effective service by co-ordinating change that leads to improved internal and external stakeholder experience of the Permitting Service.  Co-ordinate and lead in preparing defence in relation to legal challenges against licence decisions for your assigned area of work.  Represent the Permitting Service on relevant internal technical groups and relevant external stakeholder events. |
| **Key Job Qualifications or Knowledge:** | Education to degree level or equivalent in a relevant scientific discipline.  An in-depth understanding of the relevant legislation and how it relates to the Marine Licensing process.    Proven coaching and mentoring skills.  Strong customer focussed approach to delivery.  Track record of delivering timely optimal solutions by effective information analysis and risk-based decisions.  Experience of assessing complex Marine Licence applications. (Desirable).  Experience of using GIS Mapping Programmes. (Desirable).  Effective planning and organisation skills. |
| **Working Pattern:** | 37 hours (FTA until 31 March 2023) |
| **GRP Reference:** | E6.2 |
| **RD Reference:** | E6.2 |
| **Date/Version:** | 27/01/20 |

**What you will do**

You will provide specialist expertise to the functions across NRW which are involved in the provision of services of a technical or specialist operational nature to internal and external customers including regulation and environmental monitoring (including NRM).

You will act as the local expert or specialist lead for a small sector and work in an advisory capacity and your input will have an impact both internally and externally, and you will influence at an operational level.

You will make decisions and take action that will influence others and there will be a reliance on your input.

You will lead and project manage specific areas of work, taking responsibility for managing project budgets and teams and will be responsible for the success and delivery of the project.

You will deliver significant programmes of work.

You will analyse and interpret a wide range of complex information, extracting key points and communicating this to others, at all levels.

You will undertake research as required and produce documents that have some complexity and will provide advice, guidance or opinion which others will use and act upon.

You will interpret developments in your area of expertise and contribute to business planning and the design and delivery of work programmes.

You will be responsible for a small budget for the delivery of a specific project and will have responsibility for checking the validity of documentation relating to the procurement of good and services.

**Who you will be working with**

You will interact with colleagues across the organisation, collaborating with others to provide the efficient delivery of policies and work plans, and draw upon their skills to support the achievement of objectives.

You will communicate with others both internally and externally at an operational level in an advisory or functional specialist capacity.

You will have operational responsibility for leading specialist/technical staff through non-complex technical/ specialist programmes through a matrix management structure.

You will facilitate and deliver presentations for internal and external meetings, giving input and advice, as required.

You will mentor less experienced colleagues.

**Where you will be working**

Your role will be primarily office based but may entail travel between different NRW locations, as well as working at partner organisations and other premises.

**What knowledge and skills you need**

You will have a recognised qualification, degree or equivalent knowledge.

You will have substantial experience working in the relevant field and the ability to manage projects, project budgets and teams.

You will have specialist knowledge and will be an expert in a range of subjects relating to your area of specialism enabling you to work as a local expert.

You will have good inter-personal skills and able to develop and maintain good relationships and networks.

You will have analytical skills enabling you to analyse and interpret a wide range of complex information.

You will have good communication skills enabling you to give technical and specialist advice to others

You will have the skills to manage your workload and prioritise tasks in relation to conflicting objectives and targets.

**What other information is relevant to your job**

You will realise your contribution by applying the principles of Sustainable Management of Natural Resources (SMNR) to your work; in how you think, plan and deliver activities.

You will be expected to work with teams and individuals from across NRW, sharing your expertise and insight to solve complex problems. You will support collaborative working with partners and sector organisations, focussing on shared priorities.

You are responsible for complying with the policies, procedures and processes that relate to your role.

You are responsible for ensuring that all financial transactions undertaken by yourself represent value for money and meet the requirements of the organisation.

NRW is a Category 1 responder under the Civil Contingencies Act (2004), and this means we have a duty to work with partners to prepare for and respond to emergencies and incidents covered by the Act.  All staff may be required to undertake activities, at a level commensurate with the skills and experience required by their role, to assist in ensuring this duty is undertaken.

This role description sets out a broad indication of the role, where it sits within the overall NRW structure and indicative expectations of the post holder. It is not intended to provide a detailed description of all tasks and activities. This document should be read in conjunction with the job specific Personal Development Plan which sets out the specific activities and projects to be delivered during the year.