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| **Job Title:** | Specialist Advisor, Marine Industries and Energy |
| **Directorate:** | Evidence, Policy & Permitting |
| **Team:** | Marine & Coastal Policy & Planning |
| **Location:** | Flexible |
| **Post Number:** | 202437 |
| **Grade:** | 6 |
| **Reports To:** | Team Leader, Marine & Coastal Policy & Planning |
| **Direct Reports:** | 0 |
| **Welsh Language Requirements:** | One team member must have Welsh Language skills at Level 4; others can be at a lower level |
| **Job Purpose:** | To lead on the provision of marine industries and energy technical and specialist advice and knowledge to shape and inform Government and NRW decisions, programmes, plans, guidance and strategies, including NRW’s Offshore Renewable Energy Programme. You will work with colleagues from other teams in EPP and Operations, officials from Welsh Government and sector representatives. |
| **Key Job Accountabilities:** | The post holder will:  Prepare technical assessments, drawing on a range of complex information and data.  Manage the preparation of material to inform the development of NRW, WG, UK government departments with reserved marine responsibilities and other partners’ policy, statutory advice and guidance documents; Manage the development of procedures, tools and guidance and lead the delivery of new ways of working.  Liaise with external stakeholders such as Welsh Government, sector representatives and partners to ensure the timely and effective delivery of project, policy or strategy obligations.  Advise on evidence gaps and project manage agreed evidence projects, in line with the agreed evidence programme.  Support engagement with sectors, partners, WG, JNCC and other Environment bodies in the UK; and be the lead point of contact for customer queries.  Maintain knowledge of the assigned sector(s) identifying the implications of legislative, technology and market changes for Natural Resources Wales and the sector(s).  Contribute to task and finish groups, commissioned through the Business Boards, to prepare defined products as required.  Collaborate with the Team Leader to develop and deliver an agreed Personal Development Plan. |
| **Key Job Qualifications or Knowledge:** | Knowledge of: Welsh, UK and EU legislation related to the planning, management and regulation of the marine environment; Welsh, UK Government policy drivers in the planning and management of marine industry and energy sectors; and the issues and opportunities in Wales.  Experience of: technical analysis and interpreting a range of environmental information and data; analysing large data sets using.    Working with/in statutory nature conservation bodies, public bodies, marine industry and energy sector representative bodies and eNGOs.  Working in a programme and project management environment with Project Management experience and/or qualifications.  You will preferably be a member of a relevant professional institution or working towards membership.  Share your knowledge and expertise to help solve problems, supporting all Heads of Business in EPP as required. |
| **Working Pattern:** | 37 hours (FTA until 31 March 2023) |
| **GRP Reference:** | B6.2 |
| **RD Reference:** | B6.2 |
| **Date/Version:** | 24/01/20 |

**What you will do**

You will provide specialist advice and input to your team and function that supports the development and implementation of strategy and plans.

You will undertake practical and technical tasks requiring specialist knowledge and expertise on a range of matters relating to your profession.

You will analyse and interpret a range of complex information relevant to your specialist area and communicate this to others, contributing to the development of strategy and policy.

You will be responsible for leading and managing specific areas of work which may include the implementation of plans.

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

You will be involved in the development of organisational strategy and policy and will have some autonomy in relation to implementation of organisational policy.

You will influence the work of others through your actions and decision making, the impact of which will be both internal and external.

You will be responsible for a budget, which will be a delegated part of a larger budget managed by a more senior employee.

You will review the validity of documentation relating to the procurement of good and services.

**Who you will be working with**

You will collaborate with people across the organisation engaging with key stakeholders for the efficient delivery of policy and work plans.

You will be build relationships with both internal and external stakeholders and provide specialist input and influence on the implementation of policy and strategy.

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

You will work with other specialist/technical staff and will lead them through specialist/ technical programmes of work, through a matrix management approach.

You may work in situations where individuals become angry and upset and which are challenging emotionally, requiring you to stay calm under pressure when resolving the issues presented.

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 experience.

You will have substantial experience working in the field relevant to your role with experience across a range of roles or in different roles within an organisation.

You will have specialist/technical knowledge in a range of subjects within your field.

You will have proven involvement of working in a variety of functions and remain up to date with developments in your technical or specialist field.

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 range of complex information in relation to your specific area of specialism.

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.