



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Survey and Consents Manager
<b>RESPONSIBLE TO:</b>	Development Project Manager
<b>FUNDED BY:</b>	Pembrokeshire Demonstration Zone funded by European Regional Development Fund through the Welsh European Funding Office, Swansea Bay City Deal and Wave Hub Development Services Ltd (TA Celtic Sea Power) <b>This is a fixed term contract until 30<sup>th</sup> June 2023.</b>
<b>SUPERVISORY RESPONSIBILITY:</b>	None
<b>LOCATION</b>	Based in CSP's Pembroke Dock Office with some remote working, including regular travel throughout Wales, Southwest UK and occasional overseas travel.
<b>KEY RELATIONSHIPS:</b>	
<b>Company:</b>	Celtic Sea Power (CSP) Board of Directors, CSP Chief Executive Officer, CSP Chief Operations Officer, CSP Development Project Manager, CSP Business Development Manager, CSP Strategic Offshore Development Manager, CSP Senior Finance and Quality Manager.
<b>External:</b>	Pembroke Dock Marine Partners (Port of Milford Haven, Marine Energy Wales, Marine Energy Engineering Centre of Excellence).

### MAIN PURPOSE OF THE JOB:

- To manage consenting, survey and stakeholder management support in the delivery of phase 2 of the Pembrokeshire Demonstration Zone (PDZ) development plan which will result in the submission of consent applications for strategically enabling infrastructure capable of accelerating Floating Offshore Wind in the Celtic Sea and supporting future test and evaluation activities in the Zone.
- Effectively procure and manage contractors to deliver geophysical, geotechnical, and environmental surveys to support design and EIA of on and offshore electrical infrastructure.
- Lead on the preparation of all consenting and planning documentation required, effectively working with external advisors if required.
- Support the Development Project Manager and CSP senior team in the management of key Stakeholders, with responsibility for regional environmental, community and business. Provide management support to the Pembroke Dock Marine Project Board.





## Service Delivery

- Working with contractors and CSP staff, ensure that all consenting, and survey activities are carried out in time and on budget,
- Work with the Technical Manager to ensure seamless interfaces between survey, consents, and design work packages,
- Ensure that all CSP material, specifications, requirements and data supplied to contractors, regulators and stakeholders is accurate, fit for purpose and timely,
- Ensure that all project procurement, cost defrayal and record keeping is in line with all ERDF and other funding rules.

## Relationship Management

- Develop, and maintain, excellent relationships with key regional stakeholders including (but not limited to) PDM Partners, the local Fishing Community, environmental stakeholders, the operator vehicle, National Grid, Western Power Distribution, Project Developers, Technology Developers.

## Leadership & Management

- Maintain a professional and knowledgeable demeanour throughout. Act as CSP's key consenting expert within the wider PDM project,
- Working with the wider CSP team, present to stakeholders, partners, conferences and the public on the consenting aspects and wider learning of the project.

## Performance reporting & management

- In support of the Development Project Manager, provide timely management information including activity/ progress reports, budget updates, identified issues, risk update etc,

## Resource Management

- In support of the Development Project Manager, maintain day to day responsibility for WHL's Pembrokeshire office including all company property, IT equipment, PPE and other material therein,

## Technical Expertise

- Maintain professional knowledge to ensure credibility and competence

## KEY RESULT AREAS:

- Delivery of required Marine Consents and Onshore Planning applications on budget and on time,
- Positive perception of project with key stakeholders,

*This job description is not comprehensive or exclusive and duties may be varied from time to time, but these will not change the general character or level of responsibility of the job. This job description and your performance will be regularly reviewed with you. Good communication and organisation skills as well as self-motivation and self-confidence will remain essential qualities to fulfil this role.*





*In addition to fulfilling this specific role, you may occasionally be required to make your abilities available to help meet related business needs of the Company. This would only be required if authorised by your Manager and subject to confirmation that precedence is given to your normal duties*

**Date last reviewed: 12/01/2022**

**Approved by manager:**

**Agreed with post holder:**



## PERSON SPECIFICATION

**JOB TITLE:** Survey and Consents Manager

### EXPERIENCE

Essential	Desirable	How identified
<p>Successful track record of working on offshore, marine or equivalent project development</p> <p>Experience in developing marine consent applications.</p> <p>Experience with projects involving marine geophysical, geotechnical and environmental surveys.</p> <p>Track record of working in high performance QHSE environments.</p> <p>Sound procurement and contract management experience</p> <p>Experience of preparing management reports, risk registers and briefs for complex offshore, development, infrastructure projects</p>	<p>Good knowledge of offshore renewable technologies including offshore wind</p> <p>Experience of public/private sector partnerships</p>	<p>Application Form</p> <p>References</p> <p>At interview</p>

### EDUCATION & TRAINING

Essential	Desirable	How identified
<p>Degree and/or professional qualification in an appropriate discipline.</p>	<p>Offshore/ Marine Qualification or equivalent experience</p> <p>Project Management Qualification</p>	<p>Application form / CV</p> <p>Certification</p>

### BEHAVIOURS

Essential	Desirable	How identified
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<p>Confident communication skills, open and approachable style</p> <p>Excellent communication, presentation and networking skills</p> <p>Ability to work within a team and motivate groups and individuals</p> <p>Able to inculcate a robust/ high performance QHSE culture through own behaviour</p> <p>Enthusiastic and positive approach</p> <p>Resilience and adaptability</p>	<p>Commercially and politically aware with the ability to influence outcomes with diplomacy</p>	<p>Application form / CV</p> <p>Interview</p> <p>References</p>
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### KNOWLEDGE & SKILLS

Essential	Desirable	How identified
<p>Detailed knowledge of marine consenting processes</p> <p>Working knowledge of Town and Country Planning Act processes</p> <p>Ability to use initiative, innovate and find solutions that are achievable and realistic</p> <p>Excellent data/information gathering, analysis and report writing skills</p>	<p>Ability to create, display and interpret GIS information</p>	<p>Application form / CV</p> <p>Interview</p> <p>References</p>

### ANY ADDITIONAL FACTORS

Essential	Desirable	How identified
<p>Fully competent in the use of ICT including the main Microsoft packages</p>	<p>Access to own vehicle</p>	<p>Application form / CV</p> <p>Interview</p>



<p>Some flexible working outside normal office hours may be required</p> <p>Able to effectively work remotely</p> <p>Willingness and ability to travel both within and outside Wales</p>		<p>References</p>
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