

## **1. POSITION:**

Planning and Consents Manager.

## **2. BASIC RESPONSIBILITIES:**

Consents Manager to Portland Port Limited and Portland Harbour Authority Limited or its successors in title, with responsibilities for all consenting, planning and environmental matters of the Company and the Statutory Harbour Authority

## **3. WORKING RELATIONSHIPS:**

Reports to the General Manager (Commercial), Portland Harbour Authority Limited, or its successors in title.

Management and supervision of all consenting and planning staff, and all other sub-contractors and labour to Portland Port Limited and Portland Harbour Authority Limited.

Negotiation and liaison with national, regional and local authorities, nature conservation and heritage agencies, and other non-statutory environmental organisations and groups, stakeholders, consultees, commercial customers and other harbour users as appropriate.

## **4. GENERAL DUTIES AND RESPONSIBILITIES:**

- 1) To act as the Planning and Consents Manager in the Commercial Department to Portland Port Group managing all consenting, planning and environmental activity for the Company in a safe and efficient manner.
- 2) Responsible for the overall and day-to-day control and supervision of all consenting, planning and environmental activities, development and operations including the day-to-day supervision of any and all environment, consenting and planning staff and database and operational systems.
- 3) Responsible for obtaining all environmental and planning consents required for all projects including managing the full consents and consultation process in a timely manner.
- 4) Responsible for coordinating, preparing and submitting all associated environmental reports, impact assessments and statements.
- 5) Responsible for the production, monitoring and control of all consenting, planning and environmental research, information systems, analysis, assessments, policy and procedures of the Company including marine spatial plans, land spatial plans and any other relevant planning and environment requirements, permissions, guideline and consents for both

the marine and land environments on the dock estate and within Portland Harbour and Weymouth Bay.

- 6) To obtain all relevant and necessary marine and landside permissions and consents for all operations and developments in the Harbour and on the Dock Estate as required by the Company from time to time. This work to include heritage and conservation issues, local planning authority permissions, Environment Agency and Natural England consents, amongst others.
- 7) To be responsible for the continued compliance with all, and any, consents (and associated conditions of such) obtained by the Company.
- 8) Liaise effectively with all Heads of Departments within Portland Port Limited and Portland Harbour Authority Limited.
- 9) Ensure that all consenting, planning and environmental policy, procedures and assessments comply with Portland Ports relevant Harbour Bylaws, Acts and Orders, General and Specific Directions and Company Standard Terms and Conditions of Trade and any other relevant legislative requirements. If any variation to the latter is agreed, ensure that the General Manager (Commercial) and Chief Executive are informed of this prior to agreement with the other party or organisation.
- 10) Exercise supervision of, and be responsible for, the expenditure incurred in the consenting, planning and environmental function. Each November to be responsible for advising the General Manager (Commercial) for the following years commercial budget.
- 11) Produce to the General Manager (Commercial)'s satisfaction regular reports on all current consenting, planning and environmental activities affecting the Company.
- 12) To process and respond to all Tidal Works Licence applications which may be submitted to the Company from time to time.
- 13) The Consents Manager is expected to be available during all normal office hours and at such other times, including weekends and Bank Holidays, as may be necessary in the performance of their duties if required.
- 14) To prepare and produce the Company's Environment and Planning Policy and Procedures in full for all aspects of the Company's operations, works and development.
- 15) Negotiate consenting, planning and environmental contracts or policy and procedures directly with customers or external organisations along agreed lines with the General Manager (Commercial) as appropriate. Ensure that specific guidelines so given by the General Manager (Commercial) are never exceeded nor discounted.

- 16) To attend weekly meetings with the General Manager (Commercial) to discuss the consenting, planning and environmental interactions, issues and problems of the Company and to brief other Heads of Department of the Company as appropriate.
- 17) Act as Portland Port Limited and Portland Harbour Authority Limited's representative on various national and local consenting, planning and environmental organisations, working parties or groups as required.
- 18) To support the Company Business Plan every 5 years through the preparation and delivery of any required consenting, planning and environmental input, such to be agreed with the General Manager (Commercial).
- 19) Ensure that any consenting, planning and environmental policies, procedures or assessments, contracts or offers made by the Company comply with all relevant Health and Safety legislation whenever and wherever appropriate.
- 20) Undertake such training and personal development as deemed appropriate by the General Manager (Commercial) from time to time.
- 21) To maintain a clean, tidy and professional personal image at all times when representing the company.
- 22) Liaise with all non-statutory consenting, planning and environmental Groups or organisations as appropriate.
- 23) Undertake such duties and act in such capacities as deemed appropriate from time to time as determined by the General Manager (Commercial) and Chief Executive of Portland Port Limited and Portland Harbour Authority Limited.