

<b>Portland Harbour Authority Person Specification</b>		
<b>Post</b>	<b>Planning and Consents Manager</b>	
<b>ITEM</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b><u>Qualifications</u></b>	Educated up to Degree level in an appropriate subject with Maths and English to a minimum GCSE grade C level or equivalent.	Degree in an Environmental, Planning or similar related subject.
<b><u>Experience</u></b>	<p>Experience working in a port, marine or planning related role</p> <p>Success in securing environmental or planning consents in a timely manner</p> <p>Experience of effective communication with the relevant consenting authorities and statutory consultees.</p>	<p>Demonstrable knowledge of England's planning, marine licensing and environmental permitting systems</p> <p>Awareness of current environmental legislation</p> <p>Experience in coordinating and preparing environmental statements.</p>
<b><u>Specialist Skills and Knowledge</u></b>	<p>Understanding of and experience of:</p> <ul style="list-style-type: none"> <li>- Environmental surveys and investigations</li> <li>- Environmental management</li> <li>- Microsoft Office software including excel and word.</li> </ul>	<p>Understanding and experience in the use of:</p> <ul style="list-style-type: none"> <li>- GIS</li> <li>- Project management systems.</li> </ul>

<p><b><u>General Skills and Abilities</u></b></p>	<p>IT literate and numerate          Excellent communication skills          Excellent time management skills          Excellent report writing          Presentation skills both written and verbal          Commitment to high standards          Highly motivated          Good administrative and organisational skills;          Ability to work both as part of a team and independently as required          Capable in being flexible and able to apply themselves to a multitude of disciplines.</p>	<p>Ability to explain in a simple manner environmental, planning or legislative processes and procedures to general management colleagues.</p>
<p><b><u>Physical/Circumstances</u></b></p>	<p>Must be available for occasional travel both within the UK and overseas.</p>	<p>Full driving licence.</p>
<p><b><u>General Comments</u></b></p>	<p>This position involves securing environmental and planning consents for both landside and marine projects in a timely and efficient manner. It is anticipated that the successful candidate will have specialist skills in one or the other and will then need to expand and learn the necessary skills sets for the other area.</p>	