

THE EUROPEAN MARINE ENERGY CENTRE
JOB DESCRIPTION AND PERSON SPECIFICATION
ENVIRONMENT AND CONSENTS OFFICER

Reports to: Technical Manager

Purpose: Support the acquisition, maintenance and streamlining of all statutory consents required at EMEC or other identified sites. Deliver environmental technical expertise into EMEC projects.

Responsibilities

1. Assist with maintenance of EMEC's site-wide consents to ensure they remain appropriate for activities at the site.
2. Support the identification and acquisition of consents to facilitate EMEC's projects.
3. Engage with stakeholders and maintain relationships to ensure the regulator, statutory consultees and local stakeholders are effectively consulted on activities across EMEC's projects.
4. Facilitate EMEC's clients in acquiring the necessary consents and consent compliance thereafter.
5. Assist with the development of the streamlined consenting procedure at EMEC and implement efficiencies and improvements.
6. Support the development and delivery of environmental monitoring services within projects at EMEC.
7. Build on EMEC's environmental expertise to further develop technical services delivered by EMEC.
8. Contribute to business development proposals for environmental projects related to EMEC's core business and facilities.
9. Ensure that the EMEC Integrated Management System is adhered to and assist the Quality Manager and others with identifying and progress improvement actions, supporting EMEC's accreditation by the UK Accreditation Service (UKAS) or other relevant body.
10. From time to time carry out other assignments which may differ from the above as instructed by line management.

Reports: There are no direct reports to this position.

Person Specification

Education

Essential – Educated to degree level in a relevant technical or scientific subject, preferably related to the marine environment.

Desirable – Bachelor's degree in biology or geography. A broad-ranging educational background, representing a good level of ability across a variety of fields.

Skills & Knowledge

Essential – Writes well for a variety of audiences (e.g. technical, regulatory, management). Influencing and communication skills. IT literate.

Desirable – Well-developed critical and analytical skills. Knowledge and experience of environmental legislation (particularly in Scotland) and good environmental management practices. Knowledge of the challenges of working in the marine environment. Good presentational skills. Interested in policy development.

Personal Attributes

Essential – Completer-finisher. Natural team worker. Excellent attention to detail. Analytical. Demonstrable willingness to learn. Self-motivated. Positive bias towards renewable forms of energy.

Desirable – Can maintain a calm approach when placed under pressurised conditions.

Experience

Essential – Report writing and reviewing to a high standard. Practical experience of working within a statutory consenting regime and/or environmental assessment background.

Desirable – Practical experience of networking with stakeholders and ensuring client confidentiality. Worked effectively in a project management environment.

Special Conditions Associated with the Role

Travel may be required for certain meetings, conferences, etc (as necessary).