



## Role Description & Person Specification

### Offshore Energy Case Manager

(Limited Term Appointment up to 2 years)

Department of Environment, Food and Agriculture

<b>Grade:</b>	Higher Executive Officer / Pay Band 19
<b>You will report to:</b>	Head of Energy Policy, Department of Environment, Food and Agriculture (DEFA)
<b>You will line manage:</b>	Line management responsibility for the Offshore Energy Case Assistant

### What will you do?

This post will be part of a cross-agency working group managing the DEFA regulatory functions involved in the Ørsted A/S application to develop an offshore wind project and Crogga application to explore for hydrocarbons within the Island's territorial sea<sup>1</sup>.

### What does that involve?

You will play an active and pivotal role in representing the Department's regulatory interests, specifically focussing on fisheries (via the Fisheries Act 2012) and marine environmental protection (via the Wildlife Act 1990).

This role will require the application of excellent project management skills and collaborative working, both within and outside the Department, to support the delivery of allocated projects, and to record and report on the actions and objectives being delivered by the Department.

You will be accountable to the Head of Energy Policy and will be responsible for reporting on the progress and delivery performance of the agreed programme of work and project outcomes, achieved in collaboration with other Departmental Officers.

You will ensure that projects and delivery is aligned with agreed project goals, construct detailed work plans, achieve milestones, and communicate the result across a project team and wider stakeholder audience as appropriate.

The role is expected to require a flexible working approach, with the capacity to respond to the needs of the project and to time-bound deliverables. It is expected to be a full-time role for the duration of the LTA.

### Main job activities

#### Project Co-ordinator

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<sup>1</sup> <https://orsted.co.uk/insights/future-developments/isle-of-man> and <https://www.crogga.im/>

- Acting as the DEFA project co-ordinator and working with the Department, the Developer and other relevant Isle of Man Government Departments to represent, facilitate and deliver the offshore energy project aspects that DEFA is responsible for.
- Attend Project Steering and Working Groups, as required, with respect to delivering the above.
- Liaising and consulting with other Department Officers and external stakeholders with respect to delivering the above, and to ensure relevant specialist input in relation to fisheries, marine ecology and conservation, Environmental Impact Assessment processes, and other related matters as required, is obtained and reported in a timely manner and to project timeframes.
- Developing project service delivery plan, identifying scope, budgets and other resources, timescales and key deliverables; and gaining approval thereto by the Senior Management Team.
- Leading the oversight and monitoring of adherence to the agreed project service delivery plan and associated controls to ensure optimal delivery against agreed deliverables and milestones.
- Undertaking necessary tasks to deliver agreed project outcomes.
- Producing, monitoring and maintaining project management tools such as project plans with agreed timeframes, key milestones and critical path items, to ensure agreed outcomes are met.
- Providing decisions at operational level and substantial input into the strategic decision making process as required.

## What do you need to be successful in this role?

	Essential or Desirable	Method of Assessment
<b>Credibility</b>		
Qualifications: degree level qualification in a relevant subject area; e.g. environmental or marine sciences, fisheries science, planning.	<b>Essential</b>	CV/Interview
Experience working in marine environmental assessment, fisheries, marine renewables, marine infrastructure project management or a relevant discipline.	<b>Essential</b>	CV/Interview
Evidence of ongoing commitment to Continuing Professional Development.	<b>Essential</b>	CV/Interview
Formal Project Management qualification	<b>Desirable</b>	CV
Experience within a project management role related to environment, infrastructure or business change, including stakeholder and/or multi-disciplinary collaborations.	<b>Essential</b>	CV/Interview
Experience, willingness and flexibility to work to strict deadlines with a proven track record of delivering results.	<b>Essential</b>	CV/Interview
Excellent written and spoken communication skills. Strong command of the English language, with the ability to express complex information clearly, accurately and professionally with experience in preparing clear and constructive reports and briefing papers.	<b>Essential</b>	CV/Interview
<b>Capability</b>		
Effective knowledge of the structures, policies and workings of Isle of Man Government.	<b>Desirable</b>	CV/Interview
Ability to assimilate complex issues and communicate these with a range of stakeholders (e.g. across Government, marine infrastructure and commercial marine activities) and to represent the Department at relevant project management meetings.	<b>Essential</b>	Interview
Have open conversations and build supportive relationships alongside excellent interpersonal and oral communication skills with the ability to effectively communicate and negotiate with people at different levels.	<b>Essential</b>	CV/Interview
Ability to balance different demands and workloads whilst remaining positive during challenging times.	<b>Essential</b>	CV/Interview
Ability to work with autonomy while offering excellent support to staff and other stakeholders/partners.	<b>Essential</b>	CV/Interview
Effective level of computer literacy especially MS Word, MS Excel and MS PowerPoint.	<b>Essential</b>	CV/Interview

Experience of thoroughly researching issues. Analysing and evaluating information. Reaching sound and informed conclusions and recommendations. Presenting results.	<b>Essential</b>	CV/Interview
Excellent organisational and time management skills. Able to prioritise workloads and manage multiple projects simultaneously, adapting to changing demands and priorities.	<b>Essential</b>	CV/Interview
Ability to work logically and systematically to a high degree of accuracy.	<b>Essential</b>	CV/Interview
Future-focused. Encourages innovation and supports change.	<b>Essential</b>	Interview
<b>Character</b>		
Inspires, motivates and empowers. Good team player able to steer and motivate colleagues.	<b>Essential</b>	Interview
Has positive energy and drive. Self-disciplined, accurate, committed and motivated to achieve deadlines and targets.	<b>Essential</b>	Interview
Addresses the issues. Sound judgement, assertive, tenacious. Confident and persuasive with personal impact and resilience.	<b>Essential</b>	Interview
Calm and controlled under pressure.	<b>Essential</b>	Interview
Creative and shows initiative – able to think of solutions to problems and develop new ways of working.	<b>Essential</b>	Interview
<b>Other requirements</b>		
Isle of Man Worker.	<b>Desirable</b>	Application
Flexibility and willingness to work between different locations.	<b>Essential</b>	CV
Able to have flexibility in working hours.	<b>Desirable</b>	CV
Driving licence or other capacity to travel between work locations.	<b>Essential</b>	CV