

MALDON DISTRICT
COUNCIL

Princes Road
Maldon
Essex CM9 5DL

www.maldon.gov.uk



Lead Specialist: Bradwell B Programme Team

**(Job Reference: BBLSP)
Outside of Establishment**

Maldon District Council
Job Description: BBLSP

Job Title	Lead Specialist: Bradwell B
Service Area	Strategy, Performance and Governance
	Lead Specialist Level 5 L (SCP 45-48)
Job Reference	BBLSP Externally Funded, Outside of Establishment

Reporting to	Responsible for
Lead Specialist <u>Operationally:</u> Bradwell B Programme Lead <u>Functionally:</u> Bradwell B Programme Lead	Operationally: None Functionally: None

Team Purpose
Ensuring effective, timely and compliant ways of working that enables the Bradwell B Project to deliver positive outcomes.



Role Purpose

Deliver activities and lead workstreams of the Council's Bradwell B new nuclear power plant project. To develop policies and technical consultation responses and impact reports (together with the Strategy team) in line with the Bradwell B vision, corporate plan and local development plan.

To engage with BRB (EDF and CGN), the nuclear power plant developer, and government's national policy statement framework, Essex County Council and a vast range of stakeholders to enable the Council to respond to the Development Consent Order and associated programme of work.

To deliver a specialist, professional service with high standards of advice and support, anticipating project risks and resolving complex issues as they arise. Ensure compliance with statutory regulations, legislation, professional codes of practice and adherence to Council policy.

Ensure and develop appropriate levels of quality and specialist knowledge.

Scope of Bradwell B programme work:

Management of and response to Nationally Strategic Infrastructure Project, Bradwell B.

Preparation of;

- Evidence base studies complex, technical consultation/proposal responses programme reports to Council and Bradwell B Joint Local Authority Group
- Delivery of presentations to senior nuclear and government agencies, documents and reports for development consent examination, tenders for commissioning of technical studies.
- Proven ability to develop, review and give sound advice and guidance on local plan development, national policy strategy, review of development consent order baseline data, workstream topic assessments (e.g. environment, socio-economic) and coordinate the production of local impact reports.
- Extensive working knowledge of project management methodologies and NSIP/NPPF statutory processes.
- Working knowledge of planning legislation and developments in specialist, complex areas.
- Experience of presenting reports and engagement with Members and stakeholders.
- Development of project resource plans
- Management of workflows and schedules of work
- Productions of, and tracking of, progress reports and risk registers
- Monitoring of project budgets and payment schedules
- Development of Project Governance
- Workshop preparation and delivery
- Technical/Project lead at gateway reviews.

Key Accountabilities (generic description)

Lead Specialist Level 5:

- Lead a community of practice for one or more subject/specialist area(s) working with teams across the Council – provide technical mentoring and support, encourage transfer of specialist



knowledge, share best practice, new legislation and associated changes to processes and scripts and have oversight of the end to end process or customer journey and related contracts

- Leading contributor to strategy, performance and quality control, and service and financial planning for specialist area
- Contribute to performance appraisals and development for a number of staff.
- Working collaboratively with colleagues across the organisation, Members and managing key agency relationships e.g. Environment Agency, Office of Nuclear Regulation, Essex County Council, other Nuclear Local Authorities in the UK.

Key Objectives	
Working with customers	<p>Able to identify and develop opportunities to improve the customer journey. Champion own ideas for the improvement of service and processes.</p> <p>Develop digital and self-service channels and implement customer enabling and prevention opportunities.</p>
Knowledge of services	In-depth understanding of specialist area, being professionally qualified in one and good understanding of the operation of others.
Using systems effectively	Advanced skills in a number of specialist services systems and proficient in use of customer services systems.

Specific Tasks	
Teamwork and working with others	<p>As part of the Bradwell B team you will work collaboratively to provide a seamless service to customers, collaborate on specific time measured projects and engage positively and effectively with Members, partners and other stakeholders.</p> <p>Work in ways which encourage communication and empowerment within the team.</p> <p>Develop skill levels of self and others to support multi skilling and knowledge transfer.</p>
Enquiries, reports and service requests	<p>A member of a comprehensive specialist customer focused advice team, ensuring specialist advice and input is provided where required.</p> <p>Provide specialist advice and input to commissioning and contract management.</p> <p>Prepare and present reports to committees or other internal or external meetings.</p>



Specific Tasks	
Processing and administration	Access and accurately update all relevant information systems, in accordance with Bradwell B programme management and Data Protection principles and Council policy.
Strategy and policy	Support projects and contracts within own professional area that deliver community and corporate objectives. Provide specialist advice and input to Bradwell B projects.
Performance	<p>Implement strategies, policies, service and financial plans, to ensure statutory and Bradwell B project outcomes are met and provide best value for the Council.</p> <p>Draft policies which deliver development plan document and/or respond to <u>the</u> development consent <u>order</u> process.</p> <p>Understand strategy, performance and quality assurance standards and service/financial planning requirements for own specialist area.</p>

Qualifications
See Supporting Information – Key Knowledge, Qualifications and Skills

Knowledge, Skills and Experience
<ul style="list-style-type: none"> • Proven ability to develop, review and give sound advice and guidance on local plan development, national policy strategy, environmental impact assessments including review of baseline data, topic assessments (e.g. environment, socio-economic) and coordinate the production of local impact reports. • Extensive working knowledge of delivering Local Plans/ major infrastructure projects through the planning system and negotiating planning obligations • Extensive working knowledge of project management methodologies and NSIP/Local Plan process. • Working knowledge of planning legislation and developments in specialist, complex areas. • Experience of presenting reports and engagement with Members and stakeholders.

Specialist Knowledge
See Supporting Information – Key Knowledge, Qualifications and Skills

Special Requirements	
Emergency Planning	This post will be on occasion required to take part in the Council's emergency planning training and may be called



Special Requirements	
	upon in the case of such an emergency. Where necessary this will include unsociable hours.
Election Duties	This post will, on occasion and with reasonable notice, be expected to assist with election duties as required and this will include working unsociable hours. A separate payment for election duties will be made as determined by the regional Elections Committee.
Disclosure Barring Scheme	N/A

Standard Terms	<ol style="list-style-type: none"> 1. To comply with appropriate legislation, service and Council policies. 2. All employees have responsibility under the Health and Safety at Work Act 1974. These responsibilities are laid out in the Council's Health and Safety policy and procedures. 3. To support and be committed to the Council's policy on safeguarding and promoting the welfare of vulnerable groups including, young children and adults; the Council expects all staff and volunteers to share this commitment. 4. To support the Council's equality and diversity policies. 5. To operate within the Council's IT policies and data protection rules and regulations. 6. To operate within the Council's financial regulations. 7. Manage budgets and resources ensuring that they are deployed effectively with robust internal controls and compliance with relevant regulations, policies and guidelines. 8. To participate in internal committees and departmental working parties to ensure continuous improvement as required. 9. Any other reasonable duties as may be required from time to time.
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Competency Framework

Central to the delivery of the role are the Council's values and behaviours and all employees are expected to work within the Council's Competency Framework. These are shared by all employees and applied to everything we do. The points for each competency are shown below:

Maldon behaviours [competencies]: see the framework in the Performance Review Toolkit for a full list behavioural indicator	
Core Competencies - All Workforce	
Communicating	Expressing information in the best way and timescales that ensure clarity and understanding and responding in the most appropriate manner.
Managing and Leading People	Providing direction and support to those we work with to ensure service excellence.
Customer Focus	Taking into account customer needs, striving to meet them and providing the best service to our customers and colleagues.
Planning and Managing Work	Planning and managing work to meet individual, team and service objectives whilst achieving quality and value for money.



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Analysis and Problem Solving	Assessing and interpreting information in order to support work activities, identify issues and aid problem solving.
Initiative and Decision Making	Taking the right action, based on what we know and being responsible for what happens.
Developing Self	Committed to developing own skills, knowledge and abilities to enhance capability.

All employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility. All employees are required to be flexible to undertake out of hours work as required, meetings outside office hours will be routine and officers will be expected to attend. This job description will be supplemented and further defined by annual objectives which will be developed in conjunction with the postholder.

This job description will be subject to regular review and the Council reserves the right to amend or add to the details.

Key Policies

We are an equal opportunities employer and therefore all staff are expected to comply with our equality policies and help create a work environment in which everyone is treated with dignity, respect, courtesy and fairness. You are also expected to fully comply with health and safety policies and procedures in force to help maintain and develop a safe working environment. In pursuing a practice of continuous improvement and seeking to obtain best value in all aspects of the service, staff will be expected to assist in other such duties as may be allocated for the benefit of the organisation and their own personal development. Staff will be expected to assist if the Council has to deal with the results of a civil emergency.

Level 5 is a politically restricted post.

Signed (Job Holder):		Date:
Signed (Service Lead):		Date:



Supporting Information – Key Knowledge, Qualifications & Skills

The Council's new operating model allows the simplification and standardisation of job descriptions. Fundamental accountability, expectations and ways of working are the same across specialist teams and are driven by a common set of values and behaviours. Specialists are focussed on delivering impacts and outcomes that enable programme and policy delivery and maintain compliance. However, specialisms of individuals will be focussed around one particular service or a small number of functions. The table below outlines specific skills, experience and qualifications for detailed job titles in the new structure (this is *in addition* to relevant requirements in the job description).

Role	Qualifications	Skills/Knowledge/Experience
<p>Lead Specialist – Bradwell B (Level 5)</p>	<p>Educated to degree level in a relevant subject/specialism (e.g. Planning, environment, socio-economic).</p> <p>Member of a relevant professional body (e.g. Royal Town Planning Institute (RTPI), RICS, ABE, Institution of Structural Engineers)</p> <p>Evidence of CPD.</p>	<p>In-depth knowledge of one or more of the following: Production of Development Plan Documents; Development Consent process engagement for Nationally Strategic Infrastructure Projects OR specialist knowledge of socio-economic/ environment impact assessments.</p> <p>A sound knowledge of a range of contract management approaches and delivery models to ensure value for money management</p> <p>Up to date knowledge of relevant legislation and recommended practices.</p>

