

1. POSITION

PLANNING AND ENVIRONMENT OFFICER

2. BASIC RESPONSIBILITIES

To act as PLANNING AND ENVIRONMENT OFFICER of Portland Harbour Authority Limited.

To take responsibility for the overall and day-to-day control, supervision, management and undertaking of activities associated with the role of Planning and Environment Officer as defined under section 4 below.

To assist the Planning and Consents Manager on all other Planning and Environment matters as required.

3. WORKING RELATIONSHIPS

Reports to the Planning and Consents Manager, Portland Harbour Authority Limited, or its successors in title.

All Portland Harbour Authority departments and its contractors

Management and supervision of consultants, contractors, and labour to Portland Harbour Authority Limited.

Liaison, consultation and negotiation with a variety of stakeholders including potential and existing commercial customers and operators, tenants, harbour users, national, regional and local authorities, planning, environment and nature conservation agencies and other relevant non-statutory organisations and groups.

In the absence of the Planning and Consents Manager to Act as Portland Harbour Authority Limited's representative on environmental and planning matters.

In the absence of the Planning and Consents Manager to report directly to Portland Harbour Authority Limited's General Manager (Commercial))

4. GENERAL DUTIES AND RESPONSIBILITIES

- 1) To assist the Planning and Consents Manager in the overall and day to day control, supervision, management and undertaking of all planning and environmental compliance activities associated with the operation and long-term development of the Port.

- 2) To identify, research and obtain all necessary operating permits required for the handling of different cargo trades through the port, including the preparation of the necessary supporting technical documentation and advising on any business enhancements that could be required.
- 3) To ensure that the port is fully compliant with all requirements and specifications contained within any operating permits, consents and planning approvals obtained by the Port.
- 4) To develop and manage the company's consents database to include all types of permissions required in connection with all development and operations of the port, that can be interrogated as required by the company. This is to include the implementation of a traffic light type system to assess compliance and monitor status and responsibility to ensure those necessary consents remain active
- 5) To develop technical reports, as required, that describes current state of knowledge that can be used to inform management decisions both strategic and specific development and other company requirements
- 6) To coordinate the collection of key technical data either directly or supported by contractors or consultants in support of development requirements and/or requirements in connection with an environmental management system
- 7) To be responsible for populating the Company's Geographical Information Systems with environmental and planning type information and to include a register of data and an environmental asset database.
- 8) To manage and maintain the Company's Geographical Information Systems, to include all types of information, that can be used in support of the ports development, operational and management requirements and develop a programme of integration across the company so that it can be used, populated and/or interrogated by all members of staff.
- 9) To manage, or assist customers, tenants and contractors, obtain permissions required in connection with new business or port operational requirements as directed by the Environment and Planning Manager, including the preparation of the necessary supporting technical documentation.
- 10) To develop and manage a compliance monitoring tool that can be used as part of an Environmental Management System.
- 11) To undertake company and contractor checks and audits as part of an environmental management system, identifying and addressing non-conformances, preparing necessary risk assessments, implementing an

incident reporting system, and make recommendations as to how a continuous process of improvement can be achieved.

- 12) To update and ensure compliance of the port's Waste Management Plan, and other Plan's as required by the Planning and Consents Manager
- 13) To assist in the overall and day-to-day control, supervision, management and undertaking of all environmental and planning activities associated with the operation and long term development and expansion of the Port as required by the Planning and Consents Manager and ensure that all policy, procedures, plans, contracts and assessments comply with Portland Harbour Authority's relevant environmental and planning policy and legislative requirements, Harbour Bylaws, Acts and Orders, General and Specific Directions and Company Standard Terms and Conditions of Trade and any other relevant legislative requirements.
- 14) To organise, manage and assist in the collection and analysis of environmental samples and subsequent analysis of data as directed by the Planning and Consents Manager.
- 15) To attend internal and external meetings and events as deemed necessary by the Planning and Consents Manager and implement a programme of site inspections to monitor port operations.
- 16) To ensure that all internal and external liaisons, negotiations and discussions are conducted along lines agreed with the Environment and Planning Manager, as appropriate.
- 17) 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 his duties. As the ports operation is by necessity to cover a 24-hour, 7 days a week operational requirement, this means that the PLANNING AND ENVIRONMENT OFFICER may be required to work outside of normal office hours from time to time as the operational requirements demand.
- 18) To act in a safe and efficient manner and assist in producing all relevant risk assessments wherever appropriate.
- 19) Assist the Planning and Consents Manager in liaising with the company's nominated representative responsible for Health and Safety to ensure that any environmental and planning company policies, procedures, plans, assessments and contracts made by the Company comply with all relevant Health and Safety legislation as appropriate.
- 20) Undertake such training and personal development as deemed appropriate by the Planning and Consents Manager from time to time.

- 21) To maintain a smart, clean, tidy and professional appearance at all times when representing the Company both on and off the Dock Estate.
- 22) Undertake such duties and act in such capacities as deemed appropriate from time to time as determined by the Planning and Consents Manager or the General Manager (Commercial)) of Portland Harbour Authority Limited.
- 23) Undertake such duties, perform work, and act in such capacities as defined in this job description and Contract of Employment when performing work directly for, on behalf of, or in association of the following Portland Harbour Authority Limited parent, subsidiary or associated companies:-
 - i. Portland Harbour Authority Limited
 - ii. Portland Port Limited
 - iii. Any other Portland Harbour Authority Limited's parent, subsidiary or associated company.
- 24) Ensure that any Permitting, Compliance, 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. This to include, but not be limited to, the following legislation in particular:-
 - i. The Docks Regulations 1988.
 - ii. The Health and Safety at Work Act 1974 and its various amendments.
 - iii. The Offices, Shops and Railways Premises Act 1962.
 - iv. COSHH Regulations.
 - v. The Merchant Shipping Regulations (various)
 - vi. Legislative/operational requirements of HM Customs and Excise, Port Health Authority, Special Branch, Police and other emergency services.
 - vii. Dangerous Substances in Harbour Areas Regulations 1989.
 - viii. The Pilotage Act 1987.
 - ix. The Prevention of Oil Pollution Act 1971
 - x. The Portland Harbour Revision Order 1997
 - xi. All other legislative requirements relevant to Port, Shipping, Marine, Land Estate, construction and demolition operations.
 - xii. All relevant and appropriate planning and environmental legislation and best practices.