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**Job Description**

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| **Job Title** | Clean Maritime and Green Energy Officer |
| **Reports to** | Ken Miles/Sean Kearney, Directors |
| **DBS check Y/N** | N |
| **Date** | March 2024 |

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| **Job purpose** | | |
| The Clean Maritime and Green Energy Officer will play a crucial role in the development of a nationally recognised clean maritime and green energy industry across North Devon and Torridge. The Officer will work across both North Devon and Torridge, and will operate closely with both the private and public sector to build the local clean maritime cluster into a recognised grouping.  The role will encompass a range of sectoral specialisms. The Appledore Clean Maritime Innovation Centre will provide a regional focus for wider attention but it is essential that the ripples of benefit from the centre are then felt across the region, and wider opportunities developed and investment secured from both the public and private sector, including the development and support for consortia to enhance the regional capabilities across clean propulsion, seaweed, environmental intelligence, cyber security, and wider FLOW-related technologies.  Working together with the Economic Development teams of both North Devon and Torridge councils the Clean Maritime and Green Energy Officer will work alongside the private sector to develop partnerships with a range of local, regional and national organisations and stakeholders, including the University of Exeter, University of Plymouth, Maritime UK SW, the Catapult network and government departments such as the Department for Transport and National Shipbuilding Office to innovate within the sector, supporting job creation and working with skill providers to ensure a clear pathway of relevant skills is developed. This will also involve the organisation of both high profile B2B and direct to community events, including awareness raising and supply chain development. | | |
| **Main duties and responsibilities** | | |
| * To provide a clear point of contact for the company and for both of the Councils for enquiries and investment opportunities within the clean maritime, green energy sectors and associated sectors and to be proactive in identifying and developing those investment opportunities. * To grow and strengthen local, regional and national partnerships to position Torridge and North Devon at the forefront of clean maritime nationally, including aligning the Appledore Clean Maritime Innovation Centre as a national centre of excellence, whilst seeking and securing inward investment for the region. * To develop and deliver an action plan linked to the Clean Maritime Growth Vision of North Devon and Torridge that expands on opportunities presented by the Appledore Clean Maritime Innovation Centre to create clusters of economic activity associated with the clean maritime, green energy and related sectors within both District Council areas. * To develop appropriate business plans to deliver upon the Clean Maritime Growth Vision and the action plan referred to above and to write funding bids for delivery of those business plans. * To work within the Economic Development teams in order to incorporate clean maritime and green energy into wider economic development plans whilst also fostering links with other sectors such as agriculture, manufacturing and pharmaceutical. * To work alongside the Harbour Masters in Ilfracombe and Bideford to align to, and capture, wider sectoral opportunities for growth * To support events and projects which will create vitality and economic growth across the district to grow the local economy and strengthen community wellbeing. * To engage with local, regional and national skills providers in order to support the development of a cohesive skills pipeline for the clean maritime sector in North Devon and Torridge. * To strengthen ties with national agencies such as The Crown Estate, Marine Management Organisation (MMO), National Shipbuilding Office, National Grid, the Catapult networks and other strategic organisations in order to strengthen investment into the districts, acting as an advocate for inward investment and local job creation. * To assist both Councils on forward planning issues relating to wider clean maritime and economic growth opportunities and to support local business growth accordingly. * To assist in implementing the strategic aims of the company in relation to inward investment and sector development.     **Other duties:**  In order to deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.  **Health & Safety:**  The organisation has a Health and Safety Policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.  **General Data Protection Regulations:**  It is the responsibility of the postholder to ensure that the organisations requirements for compliance with the General Data Protection Regulations are met.  **Equal Opportunities/Equality & Diversity Policy:**  The organisation has an Equal Opportunities Statement & Equality and Diversity Policy which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the Scheme.  **Safeguarding Children and Adults at Risk:**  The organisation has a Safeguarding Policy, which outlines its responsibilities and the responsibilities of its employees.  All employees need to be aware of this Policy and comply with the contents. | | |
| **Person specification**  **Methods of Assessment: Application (A) Interview (I) Ability Test (AB)**  **Psychometric Assessment (PA) Presentation (PR)** | | | |
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| **Education, Qualification and Training** | | **Method of Assessment** | |
| **Essential**  Relevant Honours Degree or equivalent Level 6 qualification in a related discipline and/or significant experience of the maritime sector  **Desirable**  Member of a relevant professional body | | A & I  A | |
| **Knowledge** | |  | |
| **Essential**  Experience of project management  Ability to gain an understanding of the local and national clean maritime and / or renewable energy sectors,  Experience of working within an environment that has inward investment as its objective  **Desirable**  At least 1 clear specialism (eg clean propulsion, green hydrogen, Floating Offshore Wind, environmental intelligence)  Experience of working within an innovation ecosystem | | A & I  A & I  A & I  A  A | |
| **Experience** | |  | |
| **Desirable**  Experience of working within the clean maritime and / or renewable energy sectors  Experience of strategy development  Experience of working within a wider consortium of agencies across the public and private sectors in order to deliver innovative outcomes | | A & I  A  A | |
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| **Skills** | | | **Method of Assessment** |
| **Essential**  Good IT skills, (Microsoft Office package - word processing, databases)  Excellent communicator with a wide range of organisations. This will cover political engagements at the highest levels as well as day to day liaison with innovators within the public and private sectors, including up to Board Room level.  Excellent written skills, including strategy development  Ability to be creative and solve complex problems using innovative approaches or through partnership working  Ability to organise work within deadlines and to manage conflicting demands.  Working on own initiative and as part of a team  **Desirable**  Experience of writing funding bids | | | A & I  A & I  A & I  A & I  A & I  A & I  A & I |
| **Other job-related requirements** | | |  |
| **Essential**  Ability to carry out the duties of the post with reasonable adjustments where necessary  Flexibility to work outside normal office hours e.g attend occasional evening or weekend meetings / events  The post holder must have the ability to work with a range of politicians, senior managers, external agencies and local businesses to promote the Council’s strategies  **Anti-discrimination**  Commitment to implement anti discriminatory and equal opportunities policies  Ability to travel to remote locations according to the needs of the job with reasonable adjustments, if required, according to the Disability Discrimination Act | | | A  I  I  I  A & I |



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