**Job Description**

**Main Purpose of Job:**

To lead and manage the team responsible for the delivery of the Council’s response to, and involvement in, the determination of Nationally Significant Infrastructure energy related projects, and, if approved, the subsequent delivery and monitoring of projects to ensure compliance across East Suffolk and maximising mitigation and other benefits. The role will ensure the delivery of a quality service to enable the consideration of these major energy projects and the Council’s response to Nationally Significant Infrastructure Projects (NSIPs) (and associated consents), discharge of Requirements and monitoring.

The post will report to, and support, the Head of Nationally Significant Infrastructure Planning in the work involved in these projects which include the East Anglia Array (offshore windfarm), Sizewell C Nuclear Power Station, National Grid Ventures Interconnectors and any such other projects that may arise. The postholder would lead on any associated TCPA proposals linked to NSIP energy projects. The post-holder will be responsible for liaising with and briefing of the corporate leadership team and senior Members in relation to relevant aspects of the projects.

The post holder will be responsible for leading on the most complex and/or controversial development proposals especially those that are a corporate priority and to provide professional support and guidance for colleagues on such cases.

**Our Values:**

You will be expected to work in line with our values which are:

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| **Proud** - Believing in who we are, what we do and where we live |
| **Dynamic** - Transforming the future with you in mind |
| **Truthful** - Honest and clear in all we do |
| **Good Value** - Delivering outstanding services, smartly & economically |
| **United** - Whoever we work with, we work as one team |

**Key Responsibilities:**

1. To lead and manage the Energy Projects team, including coaching, mentoring, performance management and professional support, in order to ensure the Council provides a high quality, high performing, efficient and professional service.
2. To ensure the team works collaboratively and with the overall aim of ensuring the required outcomes are delivered to meet the Council’s agreed priorities in relation to major projects with minimum impacts where achievable. Where not achievable, to lead negotiations for mitigation and compensation where appropriate.
3. To provide strategic advice and guidance on the impacts and opportunities relating to energy projects in the Council’s area to the Head of Nationally Significant Infrastructure Planning, Corporate Leadership Team Team and lead Cabinet members as required.
4. To encourage, support and be responsible for co-ordinating working closely with expert technical staff across the Council, including briefing heads of service and co-ordinating availability of expert technical staff to provide necessary input into energy projects work.
5. To instruct, and co-ordinate input from Counsel and external solicitors with regards to energy projects and prepare supporting documents to enable them to represent the Council during Examination.
6. To provide member and community briefings where required, prepare reports for Full Council, Cabinet and Planning Committee and provide expert evidence for Examinations and Inquiries.
7. To ensure the delivery of the Councils’ Our Direction strategic plan alongside maintaining and enhancing the district’s high-quality environment when considering energy proposals.
8. To lead, support and mentor officers of the Energy Projects Team and specialist support officers across the council to provide high quality, efficient, consistent and cost-effective delivery of NSIPs and other major energy infrastructure projects.
9. To provide clear professional guidance and advice and support to councillors in relation to energy projects to maintain the reputation of the Councils.
10. To be lead officer for the Energy Projects Team at Full Council, Cabinet, Strategic Planning Committee and any other Planning Committees or formal meetings as may be required.
11. To represent the Council in meetings with and attending meetings of Town and Parish Councils with regards to sharing information on Energy Project proposals.
12. Undertake discussion/collaboration with Government departments, other public authorities and statutory undertakers as required to help influence the development of policy and to assist in the consideration and formulation of the Councils’ responses to the formal consideration process in relation to major infrastructure projects and nationally significant infrastructure projects.
13. To manage the Energy Projects Team budgets including the setting of budgets, management control information and cost centre manager spend.

1. To assist relevant Finance colleagues in the budgetary management of assigned work undertaken where this can be recharged through Planning Performance Agreements or other such agreements.
2. To manage the subsequent associated consenting and monitoring of energy projects if they are to be implemented to include the discharge of the Requirements (planning conditions) on DCO permissions, ensuring compliance with any associated legal agreements and to ensure there is an established monitoring and reporting regime in place through overseeing appropriate governance with promoters and others including internally at Eat Suffolk Council.
3. To undertake screening and scoping assessments for Environmental Impact Assessments as delegated by the Head of Nationally Significant Infrastructure Planning on behalf of assigned applications, and to provide support / guidance for colleagues on all related matters where required.
4. As required, to support the work of other Councils considering major energy infrastructure projects, as a result of developing expertise in the field.
5. To work with other departments in setting project plans and ensuring corporate service plans are up to date. To regularly meet with the Corporate Leadership team to brief on energy projects.
6. To lead on corporate projects / ensure corporate values are identified in helping to deliver the Our Direction 2028 objectives.
7. To undertake such other duties as may reasonably be required compatible with and/or arising from those listed above.
8. To promote and adhere to the workplace values of our organisations.

**Line Manager:** Head of Nationally Significant Infrastructure Planning

**Responsible for:** The Energy Projects Team including line managing the Principal Energy Projects Officer, Senior Energy Projects Officer and Energy Projects Co-ordinator

**Political Restriction:** This post is politically restricted under the Local Government and Housing Act 1989 and postholders are prohibited from seeking public election, holding political office, writing or speaking publicly on matters of political controversy.

Note: This is a description of the job as it is constituted at (**December 2025**) but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. It is the practice of both Councils to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. It is both Councils' aim to reach agreement to such reasonable changes with the postholder but if agreement is not possible the Councils reserve the right to insist on changes to the Job Description after consultation with the postholder.

**Personal Specification**

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|  | **Essential** | **Desirable** |
| **Knowledge and Experience:** | * Considerable post qualification experience in Development Management, and Nationally Significant Infrastructure Projects.
* Extensive working knowledge of the planning system, Planning Law and Regulations.
* Experience of appeals and examinations, in particular giving evidence at inquiries, hearings and examinations.
* Extensive experience in a wide range of planning issues and experience of either Planning Policy or Development Management.
* Experience and knowledge of IT in relation to the Planning service.
* Experience of leading on major planning applications and NSIPs as part of a project team approach.
* Experience of successfully managing staff.
* Experience in managing in a customer, member and publicly focused environment.
 | * A working knowledge of planning modules and Document Management Systems.
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| **Skills and Abilities:** | * Strong analytical skills with the ability to analyse major development proposals and to make recommendations on them.
* Ability to think strategically and long-term as well as dealing with day-to-day management tasks and issues.
* Excellent problem solving and decision-making skills.
* Ability to work effectively in a potentially politically charged environment.
* Strong communication and interpersonal skills.
* Ability to communicate effectively both verbally and in writing with different (often competing) audiences.
* Ability to explain technical issues and contentious issues of judgement to a wide variety of members of the public and community who can often be upset / hostile.
* Excellent listening, negotiating and influencing skills.
* An ability to relate effectively with other officials, external agencies, elected members and the public.
* Able to confidently represent the Council in formal proceedings and make decisions reflective of the Corporate priorities.
* Strong leadership and people management skills, able to challenge, coach, motivate and develop staff to produce positive results.
* Ability to identify areas for service development and improvement.
* Ability to work independently with minimum supervision, but within a team environment.
* Ability to prioritise work, with ability to manage changing and often conflicting priorities.
* Ability to work effectively under pressure and meet deadlines.
* Ability to meet team / personal targets by effective management of own and team’s workload.
* Computer literate with ability to use Microsoft programmes and Planning systems.
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| **Education and Training:** | * A degree or equivalent recognised Planning qualification.
* Full membership of the Royal Town Planning Institute. (MRTPI)
 | * A recognised qualification in a related or relevant discipline (e.g. architecture, management).
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| **Other Requirements:** | * Promote a positive communication across the organisation, encourage constructive relationships and develop staff feedback methods.
* Must be able to work from both Riverside and East Suffolk House.
* Must be mobile / have access to a car which is available for business use as driving will be required on a regular basis.
* A commitment to supporting training and development initiatives.
* A capability of visiting premises/sites given normal/approved means of access.
* Reasonable sensory abilities required to inspect premises and sites.
* Flexibility to work outside normal office hours when required.
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