

**Job Title**: Stakeholder Engagement Manager

**Department:** Water and Abandoned Metal Mines Programme

**Reports to:** Principal Stakeholder Engagement Manager

**Direct Reports:**

**Main purpose of the job**

As the Stakeholder Engagement Manager, you will be at the forefront of our community-driven approach to the Water and Abandoned Metal Mine Programme as well as other capital projects as needed. This role demands a strategic thinker with a proven track record in stakeholder engagement and a commitment to fostering meaningful collaborations, to join our existing team on this established UK wide programme.

You will be required to develop and implement meaning engagement strategies across a wide range of stakeholders, not just in communities but with our strategic partners, and national and regional stakeholders.

The ability to identify and analyse stakeholders, engage and communicate with them, taking account of their levels of influence and particular interests, and securing their involvement throughout the programme lifecycle is critical to this role.

**Main Requirements**

* **Strategy and analysis** – Lead stakeholder analysis, using and adapting appropriate tools, deciding if in-depth analysis is required for key stakeholders, and develop the strategy with other senior leads, setting out the most appropriate communication channel for each stakeholder group.
* **Profiling** – Develop the profile by working with the programme to understand and map the changing needs of the programme against stakeholder influence and involvement, providing advice and challenge to ensure the right stakeholders are involved throughout the programme lifecycle.
* **Engagement and planning** – Lead the development of a stakeholder engagement plan, ensuring this is reflected in the programme plan, adapting standard approaches to meet the need of the programme. Working with the programme to identify what resources are required to deliver the engagement plan, and leading the engagement activity. Ensuring stakeholder feedback is collated throughout the life of the project, analyse the feedback, and using it to challenge the programme and amend plans.
* **Requirements management** – Lead the process of capturing stakeholder needs, assessing, defining and justifying those needs to arrive at an agreed schedule of requirements that defines the programmes objectives. Working with senior stakeholders and sponsors to ensure their expectations are reflected.

**Technical Competencies**

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| **Stakeholder Engagement -** the ability to systematically identify, analyse and communicate with stakeholders, using appropriate channels, to ensure all those impacted by the change are engaged, taking account of their levels of influence and particular interests. Work with local communities to deliver engagement activities and programme updates.**Risk and issue management** - the ability to systematically identify and monitor risks and issues, planning how to mitigate / respond to those risks and issues and implementing the responses in a timely manner.**Governance** - the ability to clearly define roles, responsibilities and accountabilities and establish controls and approval routes appropriate to each stage of the project to monitor project progress and compliance.**Benefits management** - the ability to identify, quantify, map and track project benefits to justify investment in the project, and to provide assurance that the benefits identified can be realised.**Knowledge management** - the ability to identify, share and promote best practices and lessons learned to create a culture of learning and good practice that supports continuous improvement to optimise project delivery.**Business change and implementation -** the ability to integrate the project outputs into ‘business as usual’ (BAU) ensuring that activities are planned and completed to enable the business to implement the change and realise the benefits. |  |
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**General**

* Act in line with the behaviours and values of the organisation
* Manage your own performance to be accountable for meeting individual, team and corporate objectives
* Act in accordance with the Scheme of Delegation and ensure propriety and regularity in the handling of public funds
* Actively demonstrate the Mining Remediation Authorities customer service standards expected of your role
* Follow and contribute to the improvement of operational and team processes and procedures
* Assist with the preparation and delivery of the team’s objectives, budgets and financial records
* Identify opportunities and implement change leading to team development, system improvement and ensuring good value for money

**Person specification**

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| **Job Title: Stakeholder Engagement Manager - WAMM****Section/Department: Stakeholder Engagement** |
| **Behaviours** We expect all our colleagues to embody our core values and behaviours in their daily work. For this role, some particularly important indicators include: |
| **Trusted** | **Inclusive** | **Progressive** |
| Focus on outcomes, plan work thoughtfully and see it through to delivery | Build strong relationships, showing respect to all | Consciously managing time, to balance high standards and paced delivery |
| Consider the impact of the work and who to engage with | Create a safe space for everyone to contribute | Promote cross-functional communications |
| Adapt quickly to emerging information | Use straightforward engaging and accessible communication | Ask what’s getting in the way and encourage improvements |
| **Skills, Experience and Qualifications**The following criteria outlines the skills, experience and qualifications that will support your success in this role:  |
|  | **Essential** | **Desirable** |
| **Qualifications and Training** | Degree and /or equivalent experience in a relevant discipline e.g. stakeholder engagement, Engineering, Environmental, Planning, Communications and Marketing. Membership of a relevant professional body. |  |
| **Experience and Knowledge** | Experience in working with communities, understanding their needs and involving them in development of projects, including co-creation.Stakeholder Engagement planning and delivery.Comfortable working with technical content and making this accessible to our stakeholders / communities.Experience of responding to enquiries from members of the public, elected members and other stakeholders. | Experience in infrastructure, large scale construction/development or public sector development projects, civil engineering, environmental projects. |
| **Skills and Abilities** | Excellent written, communication and presentation skills in English.Making technical and scientific content accessible to all.To be agile, managing changes to approach and milestonesExcellent data analysis, assessment and evaluation skills. Ability to perform well under pressure and deal with a high volume detailed workload.Highly motivated with excellent interpersonal skills and ability to work with a wide range of internal and external stakeholders at all levels. Collaborative with a willingness to build effective working relationships both internally and externally.   | Negotiation skillsCommunication and media planning, including traditional and digital mediaProject management experience |
| **Other**  | Ability to travel around the UK with regular overnight stays | Full driving licence |