**Job Description**

**Job Title**: Assistant Permitting Manager

**Department:** Development and Planning

**Reports to:** Permitting Team Leader

**Direct Reports:** None

**Grade:** CA4

**Location:** Activity based onsite

**Main purpose of the job**

* To support the Permitting Managers in undertaking and managing Permits to developers and consultants to investigate and treat the Authority’s coal estate.
* To undertake enforcement action, including written notifications and site visits, on behalf of the Permitting team.
* To support the Authority in delivering commercial services and providing specialist internal and external advice.

**Responsibilities**

**Specific**

* To develop the skills and experience to technically evaluate submitted proposals for Permits.
* To investigate rights and records in relation to the ownership of coal and the publication of statutory notices
* To understand and ensure that the statutory obligations of the Authority in respect of Permissions are complied with.
* To undertake site visits with respect to permitting enforcement matters.
* To issue written notifications with respect to permitting enforcement matters.
* To manage the permitting enforcement register.
* To liaise and consult with internal departments and external bodies on issues relating to coal-mining operations, permissions to enter the Authority’s mineral estate and other related matters.
* To assist, where required in the management, enhancement and development of the information held on the Permissions section of the Mining Remediation Authority’s web site.
* To support the development and delivery of commercial services by the Authority and provide specialist advice to internal and external clients.
* To assist in monitoring compliance with the terms of permits and leases through site visits.
* To assist in building and managing relationships with developers and consultants

**General**

To act in accordance with the behaviours and values of the organisation

* To manage your own performance to be accountable for meeting individual, team and corporate objectives
* To act in accordance with the Scheme of Delegation and ensure propriety and regularity in the handling of public funds
* To comply with and contribute to the improvement of operational and team processes and procedures
* To assist with the preparation and execution of the team’s objectives, budgets and financial records
* To identify opportunities and implement change leading to team development, system improvement and good value for money
* To maintain and develop positive stakeholder relationships in order to promote the Authority and assist it to meet its objectives
* To support research and development projects
* To ensure that the Authority’s statutory responsibilities are effectively discharged
* To carry out any further reasonable requests from your line manager

**Competencies Level**

|  |  |
| --- | --- |
| **Seeing the bigger picture** - has an in-depth understanding and knowledge of how the role fits with and supports The Mining Remediation Authority’s business priorities | **3** |
| **Changing and improving** - responsive, innovative and seek out opportunities for continuous improvement | **3** |
| **Making effective decisions** - objective; uses sound judgement, evidence and knowledge to provide accurate, expert and professional advice in a timely manner | **3** |
| **Leading and communicating** - leads from the front and communicates with clarity, conviction and enthusiasm | **3** |
| **Collaborating and partnering** - creates and maintains positive, professional and trusting working relationships with a wide range of people, within and outside The Mining Remediation Authority, to achieve results | **3** |
| **Building capability for all** - has a strong focus on continuous learning for self, others and the organisation | **3** |
| **Achieving commercial outcomes** - has a commercial, financial and sustainable mind-set to ensure all products and services deliver added value and stimulate growth | **3** |
| **Delivering good value for money** - achieves a good mix of quality and effectiveness for minimal cost and to improve return on investment | **3** |
| **Managing a quality service** - plans, organises and manages their time and activities to deliver a high-quality customer experience | **3** |
| **Delivering at pace** - delivers timely performance, with energy, and taking responsibility and accountability for high-quality outcomes | **3** |

**Person specification**

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| --- | --- | --- |
| **Job Title:** Assistant Permitting Manager  **Section/Department:** Development and Planning | | |
|  | **Essential** | **Desirable** |
| **Qualifications and Training** | No minimum qualification set if candidate can demonstrate relevant experience as required in the role | Relevant Degree in minerals, geotechnical or civil engineering  HNC  MQB Mine Surveyors Certificate |
| **Experience and Knowledge** | Some understanding of mining and knowledge of the risks associated with mining | Experience in Underground and Surface Mining or geotechnical / civil engineering in a mining area  Experience of ground investigation works |
| **Skills and Abilities** | Good report writing  Good communication  Strong analytical skills  Focus on detail  Good interpersonal skills |  |
| **Other** | Field Visits  Overnight stays  Use of PPE | Flexible working hours |