

Job Title: Marine Planning Officer
Employer: UHI Shetland
Reporting to: Marine Spatial Planning Manager
FTE: 35 hours per week – 1.0 FTE
Salary: APT 31 – APT 34 (£38,379.64 - £41,245.47) plus DIA

JOB PURPOSE

The marine planning officer will be based within the Marine Spatial Planning team of UHI Shetland. UHI Shetland and the Shetland Islands Council (SIC) form the Shetland Islands Marine Planning Partnership and are responsible for developing and implementing the Shetland Islands Regional Marine Plan.

The Marine Planning Officer will play a central role in supporting the delivery and ongoing implementation of the Shetland Islands Regional Marine Plan, contributing to the sustainable management, protection and development of Shetland's marine environment. Working within the Marine Spatial Planning Team at UHI Shetland and in partnership with Shetland Islands Council through the Shetland Islands Marine Planning Partnership, the postholder will help ensure that marine planning activities are undertaken in accordance with the requirements of the Marine (Scotland) Act 2010 and associated marine policy frameworks.

The role will involve supporting the monitoring, review and future development of the Shetland Islands Regional Marine Plan, including the collection, management and interpretation of environmental, socio-economic and spatial data to inform evidence-based decision making. The postholder will contribute to the development of indicators and monitoring frameworks used to assess the effectiveness and impact of marine planning policies over time.

MAIN DUTIES

Work with the marine planning team to:

- Undertake the monitoring and review of the Regional Marine Plan. This includes supporting the development of key indicators to support the future review of the impact of the Shetland Marine Plan.
- Supporting integration of regional marine planning with terrestrial planning, and the national marine plan.
- Respond to local and national consultations relevant to regional marine planning.
- Respond to Marine Licence applications on behalf of the Marine Planning Partnership
- Provision of effective responses to enquiries by the public and key stakeholders on topics relevant to marine planning.
- Carrying out public participation, consultation and other project work associated with marine planning policy development, presentation at public consultation events and directing the proper recording and dissemination of consultation responses.
- Developing and maintaining effective communication with Shetland Islands Council Marine Planning Team, the Marine Directorate, Community Council and other statutory consultees, to explain and discuss marine planning issues.
- Supporting the delivery of the Marine Planning Partnerships responsibilities when acting as a statutory consultee in the marine licensing process under the Marine Licensing (Consultees) (Scotland) Order 2011.
- Organise meetings for and provide secretariat services to the Shetland Islands Marine Planning Partnership Advisory Group.
- Sourcing, managing and maintaining data, including GIS data, for the purpose of the statutory regional marine plan.

Other Duties

- To uphold UHI Shetland's commitment to ensuring quality, equality of opportunity and non-discrimination in all aspects of work.
- To be responsible for ensuring that UHI Shetland's Health and Safety Policy is adhered to at all times, and that safe working practices are employed within all areas of operation.
- Undertake any other reasonable duty as delegated by the UHI Shetland Marine Planning Staff and Head of Marine Science.

The specific responsibilities of the post may be adjusted from time to time as necessary. The post holder will be expected to have a flexible approach and be willing to adapt to changes in their role in response to the changing needs of the college.

All Shetland UHI (SUHI) employees are expected to abide by all SUHI approved procedures and perform any other duties not specifically detailed but which may fall within the overall job purpose and within the expected competence and ability of the post holder. In addition, the postholder must uphold our commitment to ensuring quality, equality of opportunity and non-discrimination in all aspects of our work.

The post holder will be expected to commit to all required training and development programmes agreed through the annual appraisal process to ensure compliance with SUHI and sectoral standards.

PVG requirement

Preferred candidates will be required to join the Protecting Vulnerable Groups (PVG) Scheme or undergo a PVG Scheme update with a successful outcome prior to starting appointment.

Right to work in the UK:

Appointment to this post will be subject to confirmation that the successful candidate has the legal right to work in the United Kingdom. Please note that this role is not eligible for visa sponsorship

PERSON SPECIFICATION

This person specification describes the values and attributes of a suitable candidate for our role. Through the recruitment and selection process we will be looking for evidence that you understand, share and can demonstrate our values and possess the essential attributes.

OUR VALUES

Collaboration

We will proactively engage and co-operate with others.
We will communicate effectively to share knowledge with others
We will work constructively with others to achieve a common purpose

Openness

We will embrace feedback and continue to learn.
We will be empathetic, authentic and honest in all our interactions
We will listen to others, encourage them to share their views and will value their contributions.

Respect

We will recognise other's strengths and abilities, and their contributions to the organisation
We will respect and appropriately utilise facilities and resources that are made available to us
We will consider the impact of our words and actions on others.

Excellence

We will take responsibility for our contribution to the success of Shetland UHI.
We will take pride in our work and work to the highest possible standard
We will celebrate the achievements of the Shetland UHI community

Role Title: Marine Planning Officer

	ESSENTIAL	DESIRABLE
<u>Personal Features / Qualities</u>	Strong motivation with the ability to work independently and collaboratively, and support others effectively Reliable and adaptable, with the ability to manage changing priorities and workloads Practical, solutions-focused approach with good judgement and attention to detail Ability to manage confidential and sensitive information appropriately Strong written and verbal communication skills in English	Experience working in a multidisciplinary or project-based environment Experience of public-facing work or stakeholder engagement in complex settings Experience contributing to engagement, consultation, or participation processes
<u>Relevant Experience</u>	Experience in at least one relevant area such as marine planning, environmental planning, environmental management, or policy support Experience working in a multi-stakeholder environment or supporting collaborative projects	Experience working in or alongside public sector, consultancy, NGO, or similar multi-stakeholder organisations Experience supporting or facilitating stakeholder engagement or consultation processes Experience working with members of the public or partner organisations in a professional capacity
<u>Education</u>	Relevant degree (SCQF Level 9) or equivalent experience in a relevant field (e.g. marine planning, environmental science, geography, or related discipline)	Postgraduate qualification (SCQF Level 10) in marine planning, environmental management, or related field Relevant professional training or certifications

<u>Skills, Abilities and Knowledge</u>	Strong organisational skills with the ability to manage multiple tasks and meet deadlines Ability to work effectively as part of a team and across disciplines Good analytical skills with ability to interpret and present information clearly Strong IT skills, including experience using GIS or other spatial analysis tools Ability to produce clear, accurate written outputs Knowledge of marine planning, marine ecology, environmental management, or a closely related field Understanding of working within multi-stakeholder or partnership environments	Experience producing maps, spatial outputs, or data visualisations Experience in data management, analysis, or interpretation of consultation or survey data Experience producing communications materials (e.g. reports, newsletters, web content) Knowledge of marine spatial planning policy, frameworks, or environmental legislation Deeper understanding of marine policy, planning systems, or environmental regulatory frameworks
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