

Meeting:	NuLeAF Steering Group, 22 June 2006
Agenda Item:	5
Subject:	Appointment of Project Officer
Author:	Fred Barker
Purpose:	To seek agreement in principle to the appointment of a NuLeAF Project Officer

1 Introduction

A substantial increase in NuLeAF activity is planned, including provision of advice to member authorities, promotion of best practice, research, organisation of seminars and policy development.

It is proposed that the Steering Group agree in principle to the appointment of a Project Officer to play a central role in delivering these activities.

2 Nature of the Post

It is likely that the main responsibilities of the post would include:

- Representing NuLeAF at 'working level' meetings: including stakeholder engagement activities organised by Government or industry, and participation in NuLeAF Officer Working Groups.
- Preparation of NuLeAF documentation: including draft responses to national consultations, best practice guidance, articles for LG/Professional media and other material for member authorities.
- Developing relationships with Member Authorities: including provision of advice on specific issues and identifying Member Authority requirements.
- Research: primarily on the substance of nuclear legacy management to inform development of policy and advice to member authorities.

It is likely that the successful applicant would require an honours degree in a relevant subject, good knowledge of the nuclear industry and nuclear clean-up issues, and excellent writing and research skills.

Preliminary discussion with officers from Suffolk County Council indicates that it might be possible for that authority to host the post. Preliminary indications are that an appropriate grade for the post would be at Grade 6 (salary range approximately £27,500 to £32,000). It is anticipated that the post would be offered as a fixed term two-year contract.

Budget projections for the current and next financial years show that the expenditure associated with the post would, in effect, be met from reserves carried forward from previous years (see item 4).

3 Recommendation

It is recommended that the Steering Group:

- agree in principle to the appointment of a Project Officer; and
- delegate authority to the Chair and Executive Director to make the necessary arrangements after further discussion with Suffolk County Council.