



Climate Change and Environmental Projects Officer

Job Description and Person Specification

Directorate:	Environment	Service:	Public Realm
Responsible to:	Assistant Director of Environmental Services	Responsible for:	Assistant Climate Change Officer
Grade:	9		
Location:	Civic Centre		
Job Purpose:			
To develop the council's policies and lead on the delivery of key actions regarding Climate Change and Sustainability.			

Key Tasks & Responsibilities:
<p>Coordinate the implementation of the council's Climate Change Strategy and supporting action plan in consultation with elected members and Corporate Management Team.</p> <p>Line management responsibility for the Assistant Climate Change Officer.</p> <p>Collate, monitor and evaluate policy/strategy impacts using a range of environmental, social and economic datasets.</p> <p>Lead on the provision of advice and written guidance in relation to climate change and environmental projects to be used across the council and by external stakeholders.</p> <p>Undertake consultation and the promotion of council initiatives regarding climate change and other projects to engage with the public and other stakeholders as required.</p> <p>Respond to Government and other consultations on climate change, sustainability and related issues.</p> <p>Create and promote behavioral change initiatives focused on sharing the council's commitment to climate change mitigation and adaptation.</p>

Work with officers and frontline staff across the council to support the delivery of the council's carbon reduction targets.

Work with all council services to ensure that carbon reduction behaviours are embedded in council policies and service action plans.

Support officers, elected members, partner and stakeholder organisations with advice on sustainability and climate change policy matters.

Promote the council's policies and strategies on climate change throughout the organisation with presence at meetings and events as required.

Develop and manage the delivery of a range of environmental projects, meeting key deadlines and delivering outputs as agreed.

Report regularly to Corporate Management Team and Elected Members on the progress of key projects and objectives as required.

To assist in budget monitoring and financial management and explore external funding opportunities and public grants to develop environmental initiatives that deliver climate change objectives.

To undertake any other duties and responsibilities, which are appropriate to the status of the post.

Corporate Responsibilities:

The postholder will be expected: -

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manages spending within available resources.

QUALIFICATIONS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
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Degree educated in appropriate discipline	Essential	Application/Interview
Project management qualification	Desirable	

SKILLS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Excellent communication skills	Essential	Application/Interview
Ability to understand and extract data from a range of sources	Essential	Application/Interview
Excellent project management skills	Essential	Application/Interview
Ability to motivate people and get them on board with new ways of thinking/working	Essential	Application/Interview
Must be able to present complex information to a range of people in a format that they will easily understand	Essential	Application/Interview

EXPERIENCE	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Experience and ability to work to deadlines	Essential	Application/Interview
Experience of planning and delivering environmental campaigns and initiatives to promote behavioral change initiatives and raise awareness of climate change considerations.	Desirable	Application/Interview
Experience of managing budgets	Desirable	Application/Interview
Experience of procuring goods and services through a tender process	Desirable	Application/Interview
Previous line management/team leader experience	Desirable	Application/Interview

ADDITIONAL REQUIREMENTS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues	Essential	Application/Interview
Regular and Reliable Service	Essential	Application/Interview
Demonstrate behaviours that support our values	Essential	Application/Interview

**Our Values are key to delivering our vision, plans and strategies.
All Behaviours listed are essential to the post.**

			
Professional	Innovative	Collaborative	Customer focused
In being professional we...	In being innovative we...	In being collaborative we...	In being customer focused we...
<ul style="list-style-type: none"> • Have pride in how we represent the council • Treat people with respect and consideration • Are conscientious and carry out our work to a high standard • Carry out our work activities in an honest and ethical manner 	<ul style="list-style-type: none"> • Proactively embrace change and learn from our mistakes • Challenge and constructively question existing processes • Make best use of our resources to provide excellent services • Encourage creative thinking with colleagues and peers 	<ul style="list-style-type: none"> • Communicate effectively with colleagues and stakeholders • Develop productive relationships and achieve the best results • Recognise and embrace the knowledge and skills of others. • Embrace the concept of one team one council and all work together 	<ul style="list-style-type: none"> • Strive to provide excellent services • Understand our customers' needs and consider things from their perspective • Effectively communicate and manage expectations • Actively seek ways to maximise customer satisfaction

Special Conditions:

(e.g. Weekend work, shift allowance, car/mileage allowance)

- The council operates a strict non-smoking policy.
- Casual car user allowance. Casual Car User's will be paid at the middle band. You will be required to provide your own means of transport.

Prepared by: Kathy Winstanley

Date: October 2024

Post Holder Signature:

Date: