

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Sustainability Projects Officer

Sustainability Team, Chief Executives Office

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

To take responsibility for delivery of the sustainable West Northants projects objectives as directed by the project lead. Additionally, to deliver comprehensive and effective project support to the Chief Executive Office where necessary.

To produce strategy, policy documents and reports at the request of the project team, specifically within the Chief Executive Office, to an exceptionally high standard. Strategy documents, policies and reports will be compliant with existing governance frameworks.

Accountable to:

This role is accountable to the sustainability manager, responsible for the direct line management of one sustainability officer and two sustainability project officers. The role sits within the sustainability team, part of the Chief Executives office in West Northamptonshire Council.

Responsibilities:

To contribute to delivery of the wider sustainable West Northants project by taking responsibility for the delivery of the projects in a timely, cost efficient manner.

1. To manage and deliver the sustainability project for the Chief Executive Office. To have responsibility for ensuring the project has manageable deadlines and that they are successfully executed through managing risk, performance and financial constraints.
2. To draft and develop strategy documents within the scope of the project. By interpreting new legislation, policy guidance and developments, you will produce reports and policy documents as required for the delivery of the project.
3. To produce comprehensive project briefing documents, research and report information for the members working group and project lead. To analyse and interpret information, and ensure that sufficient, but necessary, detail is provided. Advise and recommend on matters as required or where appropriate
4. To support the sustainability project, related policy and research ensuring smooth delivery of the project. To liaise with the project team to ascertain where areas of support are needed and to manage the workload accordingly.
5. To act with initiative and conduct work tasks on behalf of the project team, within predetermined parameters. Act with creativity and innovatively apply problem solving skills.
6. To establish and build relationships with internal and external customers and to collaborate on pieces of work with other colleagues, as required for the immediate and ongoing delivery of the project. To ensure that all stakeholder interests are captured, considered and where appropriate incorporated into the project.
7. Carry out any other duties, which fall within the broad spirit, scope and purpose of this role.

8. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
10. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Communication - Must have strong presentation skills and be able to demonstrate ability to write clear, concise and accurate guidance documentation and reports, interpreting and presenting sometimes complex information.	E	A, I
Interpersonal Skills - Be able to demonstrate the ability to influence and negotiate key business requirements at a senior level and ensure that key messages are delivered with a focus on solutions and improvements. Must be able to communicate with all levels of staff as well as elected members, internal and external customers and stakeholders	E	I
Analytical Skills - The post holder must be able to analyse data to draw out themes and trends and use this effectively when producing documentation and reports.	E	A, I
This is applicable to all roles in WNC that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	E	A/T/I

Knowledge:	Essential / Desirable	Measured by
Local Government - A knowledge of working within a local government setting and working across key stakeholders and partnership organisations.	E	A, I
United Nations Sustainable Development Goals - An understanding of the 17 UN sustainability goals and the delivery targets which accompany them.	E	A, I
Administrative Systems - Extensive knowledge of administrative systems at a senior level in the public sector.	E	A, I
Data Analysis - Able to interpret statistical information and use information effectively	E	A, I

Relevant experience:	Essential / Desirable	Measured by
Project Management - Experience in managing small to medium projects and delivering them within specified deadlines, budgets and agreed outcomes.	E	A, I
Strategy Development - Experience in writing and developing strategy documents.	E	A, I
Research and Data Collection - Experience collecting and analysing project data.	E	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Degree or Equivalent Experience – Sustainability or Environmental Management	E	A, I, D
Project Management - Prince 2 or similar	E	A, I, D
GCSE – Maths and English qualification	E	A, I, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Hours:	37	Primary work base:	One Angel square
Job family band:	PS07	Worker type:	Part-flexible
Salary range:	£36,734 - £39,274	Budget responsibility:	None
People management responsibility:	None		

Working conditions & how we work:

The role has been graded part-flexi as detailed below, within this flexible approach the post holder will be expected to work alongside other members of the team on a weekly basis, attend regular meetings in person and to occasionally work unsociable hours including weekends.

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

