

Job Description

JOB TITLE: Climate Change Officer
POSCODE: 333013945
GRADE: P1 (currently £36,333 – £39,033)

Overall purpose of the job

This role supports the implementation of the County Council's Climate Change and Environment Strategy and Action Plan and the wider work of the Climate Change and Energy Service.

This multidisciplinary job will deliver the actions identified in the Action Plan and help the Council achieve its ambitious carbon reduction and environmental targets. The Climate Change Officer will work with colleagues across the Council and its strategic partners to develop and deliver a range of projects that contribute to reducing greenhouse gas emissions from council assets and from the wider county; conserve and enhance natural capital; and help services to build resilience to the impacts of climate change.

Main Accountabilities

Main accountabilities	
1	Project management Lead and effectively implement a wide range of projects arising from the Climate Change and Environment Strategy and associated strategies ensuring adherence to agreed standards and/or funding body requirements. Set up and manage project governance processes ensuring timely decision making to facilitate project delivery. Including reporting project progress to the Climate Crisis Strategy Manager, relevant Project Boards and other bodies as required. Monitor and assess risks and issues and escalate when appropriate. Ensure effective financial management controls are in place across projects and provide timely budget monitoring information, manage contractual payments, ensure accurate reporting and clear audit trails for finance decisions.
2	Strategy and policy development Support the Climate Crisis Strategy Manager to develop and establish new policy to supplement and aid delivery of the Councils Climate Change and Environment ambitions. Support the review, update and progress reporting of the Climate Change and Environment Strategy and other related strategies to relevant committees, identifying areas of opportunity for new projects.

Main accountabilities	
3	<p>Awareness raising and communications</p> <p>Prepare and provide advice, briefings, case studies and reports for internal and external audiences to promote the Council's climate change and environment strategies and associated projects.</p> <p>Prepare, manage and maintain web pages, presentations, newsletters and reports as required, providing information in appropriate forms for a range of audiences, to improve awareness of climate change and environmental issues amongst Council employees, partners and the wider community, and to encourage high standards of environmental good practice.</p>
4	<p>Data and monitoring</p> <p>Manage the collection, storage and retrieval of environmental information to support business cases, strategy development, and monitoring of progress against strategic targets.</p>
5	<p>Research and analysis</p> <p>Research, analyse and prepare technical and policy information to support the Council's climate crisis response and help secure improvements.</p> <p>This includes understanding and interpreting policy and academic information, applying it to local circumstances and making recommendations to managers.</p>
6	<p>Partnership</p> <p>Lead and provide project support, including secretariat support where necessary, to ensure strong project governance for partnership working on climate change and environmental sustainability.</p> <p>Develop and maintain effective partnerships with internal and external stakeholders to facilitate project delivery.</p>
7	<p>Teamwork</p> <p>Carry out projects and other tasks as required to contribute to the wider aims of the Climate Change and Energy Service.</p>
8	<p>Demonstrate an awareness and understanding of equality, diversity and inclusion.</p>

Person Specification

Qualifications, knowledge, skills, and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/Desirable
Educated to degree level or equivalent	An environment-related subject	Essential
Postgraduate level qualification	Environmental management, environmental science, climate change or similar	Desirable

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

Identify	Describe	Essential/Desirable
Knowledge		
Climate change and environmental sustainability	<p>A strong multidisciplinary knowledge and understanding of a range of climate change and environmental sustainability issues, including concepts such as environmental justice</p> <p>Good understanding of more technical aspect(s) of climate change, including approaches to mitigation solutions.</p> <p>Understanding of issues relating to individual behavioural responses to climate change.</p>	Essential
Environmental data sources	Good knowledge of sources of environmental and climate change data	Essential
Local government	Knowledge of the range of functions of local government	Essential
Skills and aptitudes		
Communication	<p>Ability to communicate effectively both orally and in writing, to a range of different audiences, including Councillors, staff at all levels and members of the public.</p> <p>Confidence and persuasiveness in presenting information to a range of different audiences.</p>	Essential

Identify	Describe	Essential/ Desirable
Analytical	Ability to explore and evaluate policy options, including textual analysis and put forward recommendations. Ability to manipulate, analyse, and present data with high numerical content in appropriate forms.	Essential
IT	High level of IT skills, including competence in use of spreadsheets, databases, word processing and presentation packages, competence using the Internet.	Essential
Time management	Ability to meet deadlines, to prioritise and progress work under own initiative with a minimum of supervision.	Essential
Attention to detail	Thoroughness in approach to work and good attention to detail.	Essential
Interest in environmental issues	Enthusiasm and commitment to tackling climate change, minimising resource use and improving local environments. Personal commitment to high standards of environmental practice.	Essential
Partnership working	Ability to build effective working relationships, to support effective partnership and cross-authority working.	Essential
Flexibility	Willingness to work flexibly to meet the needs of the role.	Essential
Travel	Ability to travel across the county (pool transport is available)	Essential
Statistics	Competence in statistical and modelling techniques	Desirable
Web authoring	Competence in web authoring	Desirable
Experience		
Research and analysis	Proven experience of researching, analysing, interpreting and presenting data for use by specialists and non-specialists.	Essential
Time management	Experience of planning and prioritising own workload and delivering to set timescales.	Essential

Identify	Describe	Essential/ Desirable
Teamwork	Proven experience of working effectively as part of a team.	Essential
Projects	Practical experience of project development and delivery.	Desirable
Local government	Experience of working in local government and the political process.	Desirable
Working across departments	Experience of working across departmental boundaries in a large organisation.	Desirable
Procurement	Experience of developing detailed specifications and managing the procurement process.	Desirable
Grant Application Drafting	Experience of successful development and drafting of grant funding applications.	Desirable
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	Essential

Disclosure Level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work Type

What work type does this role fit into?	Fixed	Flexible Y	Field	Home
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