

## **Job Description and Person Specification**

### **Job details**

Job title: Senior Project Officer (Sustainability)

Grade: PS8

Reports to: Service Manager (Sustainability)

Responsible for: Delivering the Council's approach to the climate change emergency

Directorate and Service area: Place & Economy / Economic Growth & Sustainability

### **Purpose of the job (why the job exists)**

The purpose of job is to help support and deliver the Council's approach to the climate change emergency. This includes strategy and policy development, progressing opportunities, projects and other actions with other stakeholders associated with the climate change emergency, and helping to reduce the Council's climate footprint.

### **Principal responsibilities (please make these concise and ideally no more than 8)**

1. Champion sustainability across North Northants through contributing to the preparation and implementation of a Climate Change Strategy, Carbon Management Plan and other important plans and strategies
2. As a recognised expert on sustainability issues, work with different services to identify and develop innovative projects which help to reduce the Council's climate footprint
3. Monitor and report on the delivery of the Council's Carbon Management Plan and associated activities
4. Develop and implement projects that support carbon reduction
5. Assess business cases and advise on applications to the Council's Climate Change Investment Fund
6. Engage with internal and external stakeholders (including key sectors and local businesses), and collaborate on activities, that support the Council's climate change and carbon reduction ambitions and objectives, including establish and run the Council's Zero Carbon Working Group to champion sustainability across the organisation and disseminate knowledge
7. Actively look for external funding opportunities to support carbon reduction and climate change projects and progress related work including applications for funding
8. Interpret new legislation, policy and developments to produce reports, briefings and policy documents that inform and guide the Council's approach to sustainability and carbon reduction

## **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

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.

## **Special features of the post**

**Not applicable**



## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Level 4 qualification (Degree or equivalent) in sustainability, environmental management or other related subject, or equivalent experience in a relevant discipline (i.e., sustainability, environmental management etc.)	Master's degree level or equivalent in a related subject
Experience and Knowledge	<p>In-depth knowledge and awareness of climate change and sustainability in a local authority context</p> <p>Proven experience of success working in a sustainability role or in a related area with expertise in climate change and sustainability strategies</p> <p>Deliver success working with a wider range of partners and stakeholders to build effective relationships and achieve co-operation</p> <p>Project delivery experience</p>	<p>Knowledge and experience of bid-writing, procurement and the use of frameworks</p> <p>Experience of working for a local authority</p>
Ability and Skills	<p>Fluency in spoken English</p> <p>Ability to collect and collate technical and sometimes complex information and present it in a clear and relevant manner</p> <p>Proficiency in communication and report writing</p> <p>Ability to plan and deliver objectives with an agreed timeframe and be flexible in work approaches</p>	<p>Contract management skills</p> <p>Programme and/or project management skills</p>

Attributes	Essential criteria	Desirable criteria
	<p>Ability to plan and deliver objectives with an agreed timeframe and be flexible in work approaches</p> <p>Innovative approach to problem solving</p> <p>Ability to analyse, interpret and explain complex legislation and guidelines</p>	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors		