

Part A: Key Requirements

Job Title	Climate Change Projects Officer
Department	Growth & Development
1. PURPOSE OF THE JOB	
<p>To lead on developing and implementing selected projects from the Council's Climate Emergency Action Plan (CEAP) with the guidance of the Environment and Sustainability Manager.</p> <p>To develop and implement other specialist projects that deliver continuous improvement in support of the climate change agenda as set out in corporate objectives and plans, sub regional, regional and national targets.</p> <p>To provide advice in relation to climate change matters and climate impacts in relation to planning applications.</p> <p>To work in accordance with the policies of the Council giving due regard to high standards of customer care, consultation, promotion and performance.</p> <p>To contribute as a professional member of the Strategic Planning and Transport Team and the Growth & Development Service to provide a quality, effective and efficient service.</p> <p>This post is directly responsible to the Environment and Sustainability Manager.</p>	
2. MAIN AREAS OF RESPONSIBILITY	
<ul style="list-style-type: none">• To contribute to the on-going development of the CEAP.• To develop, lead and co-ordinate an effective partnership approach involving residents, public, private and third sector partners to deliver on actions set out in the Council's CEAP. This will include development of a borough-wide Energy Strategy and update of the Climate Adaptation and Resilience Strategy.• To report regularly on progress with the CEAP and any relevant carbon reduction targets for the Borough.• To lead or assist on a wider range of environmental projects relating to habitats, green infrastructure, carbon management and flood risk. This to include encouraging support for community energy initiatives.• To keep abreast of relevant national policy issues.• To contribute to policy and strategy development around climate change and environmental issues and respond to relevant consultations on such matters; encourage alignment of stakeholder plans and strategies with the carbon neutral objective.• To advise on climate change matters related to planning applications including Climate Impact Assessments and biodiversity net gain and insetting.• To lead on green infrastructure policy, strategy and delivery in relation to the enhancement of Environmental Opportunity Areas and delivery of Nature Recovery Networks.	

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- To prepare reports and briefings using data and intelligence that can be cascaded to a wide range of managers, partners and agencies
- To attend meetings on behalf of the service as directed and to service meetings and produce minutes as required
- To prepare and support bids for funding applications
- To manage project-related budgets and prepare and submit funding bids as directed
- To support the work of the Environment and Sustainability Manager as requested and to deputise for that role as necessary

3. **KNOWLEDGE, SKILLS & ABILITIES**

Including any specific ESSENTIAL qualifications needed.

- A degree level qualification in a relevant environmental discipline;
- Considerable work experience in a relevant role;
- Proven project management experience and success in delivering positive action at a local level on climate change related issues including experience of bidding and securing funding;
- A good understanding of national policy and legislation relevant to the climate change agenda;
- Excellent communication skills with the ability to: write clear concise reports; effectively analyse, summarise and present technical information; present information orally with clarity to a wide range of audiences; and show assertiveness when required;
- Effective team worker with good interpersonal skills including listening and empathising;
- Ability to manage multiple priorities and workloads in a proactive manner with minimal supervision;
- Ability to prioritise conflicting requirements and work under pressure to strict deadlines;
- Ability to deal with telephone enquiries clearly and effectively and to represent the Strategic Planning and Transport team and the wider Growth and Development team at meetings relevant to the post-holder's areas of work

"This key requirements document forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future."

"As a general term of employment, the Council may affect any necessary change in job content, or may require the post holder to undertake other duties, at any location in the Council's service, provided that such changes are appropriate to the employee's remuneration and status"

"As a term of your contract of employment, the Council reserves the right to vary your hours of work and require you to work outside the range of your 'typical working arrangements' specified in your

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Statement of Particulars. This will also include weekend working. The Council reserves the right at its discretion to effect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.