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| Service and job specific context statement | |
| **Directorate:** | Business and Environmental Services |
| **Service:** | Economic Partnership Unit |
| **Post title:** | Local Authorities Climate Action Coordinator |
| **Grade:** | L |
| **Responsible to:** | Low Carbon and Circular Economy Lead |
| **Staff managed:** | None |
| **Date of issue:** | February 2020 |
| **Job family:** | **P&T - Professional & Technical** |

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| Job context |
| The York, North Yorkshire & East Riding Enterprise Partnership (YNYER LEP), part of the Economic Partnership Unit (EPU), is a partnership of people from local authorities and businesses who use local knowledge to secure government investment in projects and schemes that will make a difference to the regional economy. This job profile covers the position of Local Authorities Climate Action Coordinator. The post sits within the Emerging Policy Team and the post holder will report to the Low Carbon and Circular Economy Lead.  Taking climate action is an urgent priority for local authorities, and the role will provide the capacity to support local authority partners and ensure a strategic, robust and coordinated approach is achieved across York and North Yorkshire.  The postholder will be expected to achieve the following key objectives:   * Support the development and implementation of York & North Yorkshire local authorities’ climate action plans. * Harness both public and private sector investment in the delivery of these projects and programmes. * Ensure a strategic and coordinated approach to climate action projects and programmes to maximise their impact.   The role will involve working closely with other teams within the Local Enterprise Partnership and teams across York & North Yorkshire local authorities. The postholder will work closely with these internal and external teams to understand and support them contribute to reducing carbon emissions.  The post does not hold managerial responsibilities, although the professional support, guidance and mentoring of colleagues may be required from time to time. The post holder will not have responsibility as a budget holder.  The post holder will be based in our York office but will be required on occasions to work from other locations. |
| Job specifics |
| The main aim of the role is to support York & North Yorkshire local authorities (LAs) deliver substantial carbon emissions reductions and support climate action.  This will be achieved through engagement, partnership working and leveraging public and private investment to develop low carbon projects and programmes.  This involves: -   * Work with local authority partners to support the development of their Climate Action Plans, ensuring a coordinated and strategic approach across the region * Work with local partners and engage with other regions to develop best practice approaches and projects to deliver climate action * Provide specialist low carbon and circular economy knowledge in the development of projects and programmes * Identify synergies between local authorities’ climate action approaches and plans to develop collaborative projects * Identify blockers in the development and implementation of climate action plans and co-develop solutions to address these (e.g., new local policy, commission research, develop guides/tools) * Provide knowledge and experience of developing project business plans and all aspects of a project timeline * Establish and lead a collaborative network of local authority officers to enable the sharing of best practice * Contribute to the creation of LEP and LAs strategies and priorities by collating, analysing and reporting information and data * Work with partners to secure public and private investment in order to deliver substantial reductions in carbon emissions in York and North Yorkshire. * The job role requires the following systems to be used:   + Microsoft Office (Word, Excel, PowerPoint)   + Customer Relationship Management systems |

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| **Structure** |

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| Job Description | |
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| Job purpose | The core focus of this job is to work collaboratively with partners to support York & North Yorkshire local authorities deliver substantial carbon emissions reductions and support climate action. |
| Operational management | * Support York and North Yorkshire local authorities deliver their climate action objectives. * Represent the Local Enterprise Partnership and local authority partners as and when required at meetings with external partners/organisations and at events, conferences and forums. * To proactively engage and share information with Enterprise Partnership colleagues, local authority partners and Board members. * To ensure in developing plans and proposals that they are integrated and aligned with the region’s strategic direction to decarbonise. * To contribute to the monitoring and evaluation of information, data and performance indicators necessary to ensure continuous improvement, including maintaining appropriate databases, records and progress monitoring. * Provide strategic input to the preparation and delivery of LAs Climate Action Plans/ work programmes. * To bring an entrepreneurial and collaborative approach to the development and delivery of the service, using initiative and a robust business development approach. |
| Communications | * To liaise and work collaboratively with local authority partners and stakeholders in delivery of projects and programmes. * To carry out regular face-to-face and electronic contact with local authority officers and members, businesses and partner agencies. * To maintain a database/information system of climate actions activities and progress across local authorities, involving establishing and updating records and analysing information to support performance management. * To provide regular Climate Action Reports summarising key projects, progress and challenges. * To liaise at a senior level with local authorities and other relevant organisations. * To influence, motivate and negotiate both internally and externally. * To provide and deliver complex information to a range of teams and boards. |
| Partnership / corporate working | * To develop strong relationships and work collaboratively with Local Authority partners to enable a coordinated approach to reducing emissions across York and North Yorkshire. * To engage effectively with local authority partners to understand their needs and how they can be best supported to deliver substantial carbon emissions reductions. * To work with local partners and engage with other regions to research and develop best practice solutions * To support the sharing of best practice across local authorities. * To establish opportunities for joint working and ensure the coordination of local authority climate action activities. |
| Resource management | * Support the development and delivery of projects and programmes to implement local authority climate action plans. * Effectively support project teams to achieve successful outcomes. * To identify key resource challenges across local authorities that are a barrier to taking climate action and co-develop solutions to address these. * To support the assessment and evaluation of options to ensure effective selection of solutions/projects to deliver carbon savings and wider benefits. * To actively seek and secure funding opportunities to enable the implementation of projects. |
| Systems and information | * To ensure that timely and accurate reports are submitted in accordance with corporate and external requirements, including regular Climate Action Reports for York & North Yorkshire. * Develop and implement monitoring systems, analyse information and disseminate key findings to partners. |
| Strategic management | * Ensure that appropriate policies and procedures are in place to enable a coordinated and strategic approach to reducing carbon emissions across the region. * To review relevant policies and procedures as required by changes in national legislation and regulation. * Contribute to the ongoing review of continuous improvement of services and projects. |

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| Person Specification | |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge   * Excellent understanding of the role and capacity of local authorities, across different departments, to take climate action and reduce carbon emissions. * Understanding of local, regional and national government structures. * Knowledge of low carbon, circular economy and clean growth policy agendas at local, regional and national levels. * Knowledge of good practice in co-ordinating and managing partnerships * In depth knowledge of public sector levers and best practice solutions to support decarbonisation of estates and city/regional economies. * Understanding of low carbon energy technologies and circular economy principles. * Good understanding of public and private sector funding models, and current challenges with investment in low carbon projects. * Strong understanding of the challenges the public sector faces in reducing carbon emissions and potential solutions to overcome these. | * A good understanding of the local, low carbon and circular economy ecosystem. |
| Experience   * Significant experience working with/within the public sector * Significant experience of partnership working across a range of organisations. * Experience of project development, management and monitoring. * Experience of report writing. | * Budget management * Bid writing * Policy formulation |
| Occupational Skills   * Ability to identify opportunities, research and collate best practice; create options; and identify risks and contingencies, working across defined and developing strategies. * Ability to engage and communicate with a range of people in the public and private sector. * Ability to engage, influence and effect change, understanding the key drivers for successful communication. * Ability to solve problems, work effectively with others to find solutions * Ability to plan and develop new ways of working. * Ability to prepare and present all forms of communication, including written and oral, to a high professional standard. * Ability to organise and prioritise workloads effectively and to meet necessary timescales, working within project management processes. * Ability to support, challenge and motivate staff, working in multi-disciplinary teams. * Ability to monitor projects and practices to ensure agreed standards are maintained and intervene where necessary, with a commitment to quality. |  |
| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role   * Educated to degree level or equivalent experience in a relevant subject. |  |
| Other Requirements   * Ability to travel around the county for business purposes |  |
| Behaviours | [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.