

Job Description and Person Specification

Job Title	Climate Change and Environmental Projects Officer
Department	Economic Development, Business & Partnerships
Reporting to	
Grade	Grade: 6

Job Purpose

To work independently and in partnership with Council colleagues and external agencies and organisations to develop and deliver projects that promote the Council's, regional and national objectives on climate change mitigation and adaptation, as well as other sustainability projects.

Job Context

The Council is committed to reducing its carbon footprint to zero through working internally and with partners.

This role will ensure that the Council:

- thoroughly assesses and can report on its progress towards achieving a net zero reduced carbon footprint
- puts in place and delivers a series of carbon reduction projects each year in conjunction with colleagues and external partners
- promotes awareness of energy conscious opportunities and environmental sustainability across the Council and through community based schemes and partnership activities
- identifies carbon emission solutions for the Council such as "green" technologies and suppliers, so we become more efficient in our use of energy, water and other resources
- works with services so they build climate change considerations into their service delivery plans
- encourages others to act responsibly and contribute to a reduction in carbon emissions through securing funding for practical actions that businesses and individuals can take to reduce carbon emissions in Ryedale.

Operational Duties

Continuing responsibility for reviewing important policy, service practice and provision in line with service objectives across the Council through:

- Planning and undertaking projects to deliver the Council's objectives and undertakings to address climate change and related environmental and sustainability issues, working with internal and external colleagues and organisations as appropriate.
- Contributing technical knowledge and advice to colleagues for incorporation and consideration in projects and development opportunities.
- Providing professional and technical advice on environmental management and best practice to the Authority, colleagues, partners and the community on a wide range of issues relating to contemporary approaches to climate change, sustainability and the environment.
- Working with the Programme Director for Economic Development, Business and Partnerships to support the development, implementation and promotion of the Council's internal and external responses to climate change mitigation and adaptation, as well as other aspects of sustainability.
- Devising and implementing awareness and engagement campaigns, working with communications colleagues to publicise the Council's aims, initiatives and achievements through a wide range of communications media and channels.
- Designing and delivering a range of relevant presentations, training sessions and seminars to educate and promote actions in the wider community to address the climate change emergency and other related issues.
- Ensuring that duties are carried out with full regard to the Council's policies, including Equal Opportunities, Health and Safety and Information Governance.

Creativity and Innovation

Developing new approaches to existing services using creative and imaginative responses involving application of fresh and innovatory thinking through:

- Providing ideas and challenge in the process of identifying, designing and prioritising change projects and programmes to deliver required outcomes.
- Driving the continuous improvement of the service with the ability to quickly evolve and adapt to new ways of working in response to changing priorities and needs.

Contacts and Relationships

The post holder will form and build strong and collaborative relationships across the organisation at all levels, with elected members and partner organisations. Regularly dealing with a range of complex matters and an awareness of the Organisation's major policy objectives, the post holder will:

- Represent the Council as required at internal and external meetings and partnerships to promote the Council's work on sustainability and sound environmental management.
- Work with colleagues to develop an appropriate monitoring and reporting framework for climate change and sustainability related activity.
- Work with a range of external partners, including town and parish councils, to increase the effectiveness of their climate change related activities, considering options to share resources and optimise the return on investment where possible.

Information Management and Performance Reporting

Responsible for:

- Planning and undertaking research (including data gathering and analysis), reports and literature to assist the Council and local communities to understand the issues of climate change and sustainability and to encourage them to take action to strengthen local performance.
- Ensuring that modelling and analysis of data and information is carried out to progress areas of business change and to benchmark operating costs and service levels against which benefits realisation can be measured.
- Working with technical staff to ensure solutions and system requirements and development, are fully understood and progressed.
- Maintaining project issues and risks registers and escalating as necessary to ensure that timely and effective solutions are found
- Maintaining project level documentation including business cases, highlight reports, and project plans

General

The above list of duties is neither exclusive nor exhaustive. The post holder will be expected to undertake other duties commensurate with the responsibility level of this post.

The Council is a dynamic organisation which recognises the need to respond flexibly to changing demands and circumstances. Whilst the job description provides a summary of the post it may need to be amended to meet changing circumstances.

The Council takes seriously its responsibility to equalities, health, safety and well-being, safeguarding and promoting the welfare of children and young people and protecting adults at risk. There is an expectation that all staff will positively demonstrate their awareness and support to this commitment.

Requirements of the Post

	Description	Essential or Desirable
Qualifications Training	<ul style="list-style-type: none"> Relevant qualification involving environmental management, e.g. climate change, energy, environmental science & technology or equivalent demonstrable experience in a similar field 	Essential
	<ul style="list-style-type: none"> Professional qualification in project management such as Prince 2 or similar or significant experience of using structured project management methodologies. 	Desirable
	<ul style="list-style-type: none"> Evidence of continuing professional development. 	Essential
Knowledge	<ul style="list-style-type: none"> Knowledge and experience of environmental and sustainability issues in public organisations and the wider community. 	Essential
	<ul style="list-style-type: none"> Working knowledge of a range of project documentation such as Business Cases, Project Plans, Communication Plans, Risk Log and Issues Logs. 	Essential
	<ul style="list-style-type: none"> Being able to utilise statistical reporting tools for analysis of data and web based research methods for maintaining awareness of best practice and future developments. 	Essential
	<ul style="list-style-type: none"> Awareness, knowledge and adherence to Information Governance/Data Protection principles. 	Essential
	<ul style="list-style-type: none"> Awareness and knowledge and commitment to Equality and Diversity and Health and Safety legislation and of safeguarding responsibilities. 	Essential
	<ul style="list-style-type: none"> Knowledge and understanding of local government and of the areas of responsibility. 	Desirable
	<ul style="list-style-type: none"> Significant experience of planning and delivering projects and campaigns with a range of stakeholders 	Essential
Experience	<ul style="list-style-type: none"> Significant experience of managing change resulting in measurable service improvements 	Essential
	<ul style="list-style-type: none"> Working in local, regional or national Government organisations. 	Desirable
	<ul style="list-style-type: none"> <u>Project Management Competency</u> The ability to oversee the delivery of projects, reviewing and making amendments as necessary. 	Essential
Occupational Skills	<ul style="list-style-type: none"> <u>Persuading, Influencing and Negotiation Skills</u> Confidently use persuasion, influencing and/or negotiation techniques to influence others in difficult situations. 	Essential

	<ul style="list-style-type: none"> • <u>Problem Solving.</u> Use of creativity and innovation to generate solutions for difficult issues. The ability to identify possible causes of problems and implements solutions to minimise future occurrence 	Essential
	<ul style="list-style-type: none"> • <u>Analytical Skills.</u> Ability to break information into component parts to identify trends and projections. Ability to pinpoint key information from large amounts of complex data to influence well-reasoned conclusions. 	Essential
	<ul style="list-style-type: none"> • <u>Budget Management Skills</u> • Able to co-ordinate, monitor and review the use of financial resources. 	Essential
	<ul style="list-style-type: none"> • <u>Written communication skills.</u> Presents/records difficult information in an accessible format suitable for a varied audience, reviews and measures the effectiveness of existing communications 	Essential
	<ul style="list-style-type: none"> • <u>ICT Skills.</u> Good level of ICT skills across a range of office packages 	Essential
Other	<ul style="list-style-type: none"> • Ability to travel efficiently across the County as necessary • Ability to attend meetings outside of normal business hours. • Highest professional integrity. • Personally and professionally resilient. 	Essential Essential Essential Essential