**Job Details**

Job Title: **CLIMATE CHANGE OFFICER**

Post Number: POST000303

Directorate: Environmental and Community Services

Section: Regulatory and Housing Services

Post Grade: Tier: 4, Grade: F

Responsible to: Head of Regulatory and Housing Services

Responsible for: N/A

**Job Purpose**

* To assist with the development and implementation of the council’s strategies concerning carbon reduction and climate change.
* To develop, coordinate and deliver projects and initiatives that focus on reducing the council’s energy consumption and carbon emissions.
* To embed the climate change agenda across all council operations and assist the council meet its strategic ambition to deliver borough-wide carbon neutrality.
* To maximise opportunities available to improve energy efficiency, reduce carbon emissions and address climate change

**Main Responsibilities**

* Ensure the council has effective strategies, policies and action plans for addressing climate change, reducing carbon emissions, promoting sustainability and encouraging biodiversity.
* Lead on the delivery and review of the council’s climate change and carbon reduction strategies and linked action plans.
* Produce reports, performance data and other management information regarding the implementation of the council’s climate change and carbon reduction strategies and action plans.
* Maintain knowledge of relevant legislation, policies and technologies regarding climate change and carbon reduction to ensure the council’s strategies and plans are kept up to date.
* Act as the council’s representative on climate change with key stakeholders, community groups and external organisations at a local and regional level.
* Work in partnership with other council services, key stakeholders and external organisations to develop innovative projects that support the council’s climate change and carbon reduction priorities.
* Identify, prepare and submit applications for funding that support delivery of the council’s climate change and carbon reduction strategies.
* Manage and deliver projects on time and within budget.
* Monitor and report on energy use and carbon emissions arising from the council’s operations and assets and assist with the procurement of new energy contracts.
* Raise awareness of the council’s climate change agenda through initiatives and events and facilitate the training of staff, key stakeholders and external organisations within the borough.
* Respond to requests for information regarding the council’s climate change agenda and related issues and to Government and other consultations in a timely manner.

**Decision making**

* Determining the effectiveness of the council’s climate change strategies.
* Interpreting technical data on climate change and the council’s performance against action plan indicators and deciding how to present and report information clearly and concisely.
* Identifying relevant funding opportunities for projects and initiatives that support the council’s climate change priorities and developing business cases to support bid submissions.
* Determining formats/content for training and awareness raising tailored to meet the needs of the audience.

**Financial Responsibilities**

* Able to interpret and understand financial information.

**Key Contacts / Relationships**

* Officers in other service areas of the council, regional networks of district, borough and city councils, Derbyshire County Council, community groups, chamber of commerce, Erewash Partnership, D2N2, transport providers, public health, clinical commissioning groups, Erewash Partnership, emergency services.

**STANDARD CLAUSES**

**Health and Safety**

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council’s Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

**Equality and Diversity**

You will uphold Erewash Borough Council’s Equality and Diversity policies and practices in accordance with the Council’s policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

**Training**

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council’s and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

**Performance Management**

You will ensure compliance with the Council’s employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council’s Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

**Confidentiality**

You will comply with and/or ensure compliance with the Council’s Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council’s ICT Information Security Policy.

**Customer Care**

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council’s Customer Care and Equality Policies.

**Environmental**

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions.  It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

**Safeguarding Children and Vulnerable Adults**

All employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Safeguarding Lead. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.

**Other Duties**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

**Produced by:** N.J. Thurstan, Head of Regulatory and Housing Services

**Date:** 18 July 2022 (revised April 2024)

**Version:** 1.1

**Declaration**

I understand and accept the job duties and responsibilities contained in this job description.

Signed..................................................................... Dated............................

**PERSON SPECIFICATION**

**Job Title:** CLIMATE CHANGE OFFICER

**Post Number:** POST000303

**EXPERIENCE**

**Essential Criteria**

* Practical experience of developing and implementing climate change / sustainability / biodiversity / carbon reduction strategies, policies, action plans and projects. *A, I, T*
* Experience of developing and submitting funding bids and securing external funding. *A, I, T*
* Experience of writing reports, policies, guidance for a wide range of audiences. *A, I, T*

**Desirable Criteria**

* Developing climate related strategies in the public sector. *A, I, T*

**QUALIFICATIONS**

**Essential Criteria**

* Degree in environmental science, sustainability, or a related field or equivalent professional experience.  *A, T, D*

**Desirable Criteria**

* Membership of a relevant professional body related to the demands of the post (e.g. Institute of Environmental Management and Assessment). *A, D*
* Project management qualification (PRINCE2 Foundation Level or above) *A, D*

**SKILLS & KNOWLEDGE**

**Essential Criteria**

* Effective communication, interpersonal, influencing and negotiation skills and the ability to manage conflict if different views arise. *A, I, T*
* Strong project management skills, with the ability to plan, organise, and prioritise tasks effectively. *A, I, T*
* Excellent communication and interpersonal skills, with the ability to engage and collaborate with diverse stakeholders. *A, I, T*
* Ability to form productive partnerships and to collaborate successfully with peers and stakeholders to achieve objectives. *A, I, T*
* Legislation, procedures, government guidance and good practice relevant to climate change, carbon reduction, sustainability and biodiversity.  *A, I, T*
* Proficiency in data analysis and reporting tools, with the ability to interpret and present complex information clearly and concisely. *A, I, T*
* Effective use of ICT systems and programmes such as Microsoft 365; in particular Microsoft Office, Teams, Excel and Outlook. *A, I, T*

**OTHER REQUIREMENTS**

**Essential Criteria**

* Commitment to continuous learning and professional development in the field of climate change and sustainability. *A, I, T, D*
* A full and valid driving licence. Adjustments will be considered should a disability preclude this requirement. *A, D*
* Occasional weekend or evening work may be required. *A, I*

**ASSESSMENT KEY:**

*A* Application  **|**  *I*  Interview **|** *T*  Test **|**  *D* Documentation

**Version: 1.1 05 April 2024**