

## PERSON SPECIFICATION

### Climate Change Officer

Specification Type	Additional/changed requirements	E/D	Measure
<b>Personal Skills</b>	Possess report writing and presentational skills	E	1,3
<b>Personal Skills</b>	Possess numeracy and data analysis skills	E	1,3
<b>Personal Skills</b>	Be ICT literate and familiar with packages such as Word, Excel and Outlook	E	1,3
<b>Personal Skills</b>	Possess work planning and organisational skills	E	1,3
<b>Personal Skills</b>	Possess persuasive and motivation skills	E	1,3
<b>Experience</b>	Experience of working in a climate change, sustainability discipline or other relevant environmental field	E	1, 3
<b>Experience</b>	Experience of sourcing external funding to support projects that focus on climate change/sustainability	D	1, 3
<b>Experience</b>	Experience of understanding complex technical issues and data relating to energy efficiency, renewable energy and carbon management	E	1, 3
<b>Experience</b>	Experience of managing and delivering projects relating to climate change/sustainability	E	1, 3
<b>Experience</b>	Experience of collating and analysing data to make informed decisions	E	1, 3
<b>Experience</b>	Experience of writing plans, strategies and other documents	E	1, 3
<b>Experience</b>	Experience of managing budgets	D	1, 3
<b>Experience</b>	Experience in dealing with members of the public	D	1, 3
<b>Experience</b>	Experience of working in a local authority and awareness of local authority procedures.	D	1, 3
<b>Attainments/ Qualifications</b>	Degree in environmental subject relevant to the post	E	1, 3, 4
<b>Attainments/ Qualifications</b>	EMA membership	D	1, 3, 4
<b>Knowledge</b>	Knowledge of legislation, strategies and policies covering climate change, sustainability and other related environmental subjects	E	1, 3
<b>Knowledge</b>	Knowledge of current energy policies, legislation and technologies	E	1, 3
<b>Knowledge</b>	Knowledge of the practical application of reducing emissions within a home/work environment	E	1, 3
<b>Special Requirements</b>	Full driving licence and have the use of own vehicle for work purposes	E	1, 3
<b>Special Requirements</b>	Ability to work outside office hours and be able to attend out of hours meetings	E	1, 3

**Car Allowance:**

This post carries a designated car user status.

**E/D:**

Essential (E)

Desirable (D)

**Measure:**

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]