

## **JOB DESCRIPTION**

<b>Directorate:</b>	ED- Executive Director
<b>Division:</b>	Environment
<b>Post No &amp; Job Title:</b>	T177 – Climate Change Officer
<b>Grade:</b>	Grade 10
<b>Responsible to:</b>	Waste and Climate Change Manager – T241
<b>Job Objective:</b>	To develop, co-ordinate and deliver the Council's Climate Change Strategy and Green Futures Programme. To be responsible for delivering projects and initiatives that focus on reducing both the Council's, residents' and business' carbon footprint.

### **Main Duties and Responsibilities:**

#### **Strategic**

1. To develop, co-ordinate and deliver the Council's Climate Strategy and Green Futures Programme, focusing on reducing carbon emissions in relation to its own activities to achieve the aim of becoming carbon neutral by 2027. This will entail working with Heads of Service across the Council and delivering specific project strands within the programme.
2. Identify, prepare and submit external and internal applications for funding for carbon reduction initiatives.
3. Act as one of the Council's lead specialists on environmental, climate change and sustainability issues both internally and externally.
4. To devise, deliver and manage a wide range of projects and actions aimed at reducing the Council's carbon emissions. The scope of the projects includes areas such as property assets, fleet, policy and regulation in the organisation.
5. Working with specialist partners, organisations and other stakeholders to identify ongoing carbon and cost reduction opportunities and implement energy efficiency and reduction projects.
6. To analyse data and lead on performance monitoring and reporting against the Council's environmental priorities and targets.
7. To work with managers and teams across all service areas to inform and improve their understanding of carbon literacy, environmental, sustainability and climate change and their scope and opportunity to improve local policy and practices. To embed carbon reduction principles into the procurement and purchasing of goods, supplies and services.
8. Undertake audit of current activities and identifying trends and opportunities for positive change i.e. fleet mileage, energy consumption.

9. To provide research, evidence and innovation on national policy, climate change renewable energies and carbon reduction technologies and advise on techniques for local implementation, such as grey fleet, building infrastructure portfolio and fleet transport.
10. Developing effective partnership with a range of organisation including local business', residents' and other local authority partners.
11. Develop economic, development and/or environmental sustainability projects including business cases to management for funding consideration
12. Develop and deliver sustainability strategies covering a range of topics (i.e. energy, water, waste, biodiversity, community engagement)

### **Budget**

11. Management and control of budgets allocated to the climate change agenda, i.e. promotional budget, funding monies.

### **Communication, Education and Promotion**

13. Prepare material to publicise and promote the regarding climate change, sustainability and other environmental topics. This includes editing and updating the council's web pages.
14. Prepare and deliver educational presentations to all stakeholder groups on environmental related subjects in line with the Council's corporate priorities and behaviour change. This may involve working out of office hours to attend stakeholder meetings.

### **Other Work Functions**

20. Represent the Council internally and externally, including attendance at relevant committees, Senior Management Team, Working Groups, stakeholder meeting and forums locally, and regionally.
21. Uphold the principles of equality in management and in the conduct of external relationships.
22. Attend evening meetings and undertake work outside normal office hours in accordance with the needs of the service.
24. Undertake such other relevant duties as may be required by the Head of Service.

### **DESIGNATED CAR USER**

A designated car user status has been attached to this post.

### **SPECIAL CONDITIONS**

Duties will include work outside normal office hours.

In addition to the above the post holder will also be responsible for ensuring that:

- All necessary paper work is carried out.

- All duties will be carried out in the working conditions normally inherent in the particular jobs.
- All duties must be carried out to comply with; The Health & Safety at Work Act, other Acts of Parliament and any nationally or locally agreed Codes of Practice, which are relevant.
- Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

### **RESTRICTIONS**

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

### **NOTE**

The above job description sets out the main responsibilities of T177 – Climate Change Officer but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.