

JOB DESCRIPTION

JOB TITLE:	Climate Change Officer	JE NUMBER: A13145
DIRECTORATE:	Corporate	BAND: 9
RESPONSIBLE TO:	Policy and Partnerships Manager	
RESPONSIBLE FOR:	N/A	
MAIN PURPOSE OF POST:	<p>To lead and facilitate the Council's response to the Climate Change agenda with a key focus on internal and external stakeholder engagement and collaboration</p> <p>KEY AREAS OF RESPONSIBILITY</p> <p>Climate Change and sustainability:</p> <ul style="list-style-type: none"> • Strategy, policy and action plan development • Performance management and improvement • Research and information • Stakeholder partnership management, engagement and collaboration • Organisational climate change initiatives, campaigns and engagement 	

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	Identify ways, and encourage others, to make a positive contribution to the improvement of service delivery aligned to the climate change action plan, strategy and policies.
2.	Utilise external assessment opportunities for the continued monitoring of carbon emissions to inform the implementation of the climate change strategy, development of the delivery plans and inform strategy and policy. Using well developed analytical skills review this data and produce reports to influence change.
3.	Plan and manage personal development, undertake any relevant training, and attend external seminars / conferences as required.
4.	Ensure up to date knowledge is maintained in terms of the latest research and approaches to tackling climate change.
5.	Lead on working with internal and external stakeholders to review climate change activity to ensure it remains relevant and inform strategy and policy
6.	Proactively identify and secure funding to support the Council's climate change ambitions by identifying, preparing and submitting external funding bids as and when opportunities arise. Formulate budget estimates and monitor revenue expenditure to ensure costs are kept within service budget provision.
1.	<p>One Council, One Team:</p> <p>Providing support, research and advice to colleagues to maximise opportunities for reducing the councils carbon emissions.</p>

2.	Provide appropriate training to internal staff to promote better understanding of climate change and how it will affect services and people.
3.	Lead on the development of Council plans, Service Plans, performance management and projects to maximise performance and efficiencies in relation to climate change
4.	Working with the Communications and Marketing team to effectively communicate the delivery of the carbon reduction measures and the climate change activities to a variety of audiences
5.	Using highly effective communication skills work with internal and external stakeholders on initiatives across the borough aimed at delivering the actions within the climate change action plan and the objectives of the council plan.
6.	Support reviews of how services are provided and identify opportunities for improvement to ensure they are effective and support the climate change action plan
7.	Identify opportunities to celebrate and promote the success of the council and partners in tackling climate change locally
8.	Using highly developed personal influencing, counselling, negotiating and persuasive skills to develop and foster positive professional relationships with internal and external stakeholders to ensure the adoption and development of climate change and sustainability policies.
9.	Enable colleagues to work effectively to ensure the required outcomes of the climate change strategy are delivered on time given that for some these will be challenging and potentially new areas of work.
1.	Customer Focussed: Enable colleagues to review climate / sustainable performance against outcomes / plans and provide direction as to corrective action that may be needed
2.	Working with the wider team to organise and undertake consultation and engagement opportunities, internal and external to inform and then produce service improvements / climate change action plan, strategy and policy developments which will remain relevant for the long term.
3.	Using detailed analytical and creative skills review and develop processes to ensure standards of environmental sustainability are maintained. This will be achieved through analysis and interpretation of varied and highly complex information.
4.	Enable colleagues to deliver on the actions within the climate change action plan and to grasp appropriate opportunities to further enhance the councils work on Climate Change.
5.	Lead on working with colleagues ensure the actions within the climate change strategy and delivery plans are completed and review any impact to / on services.
6.	Identify and engage with informative climate change networks and forums at local, regional and national levels to help inform and add value to the Councils actions to tackling Climate Change.
1.	Honesty and Respect: Develop and promote positive professional relationships amongst colleagues and all

	partners / stakeholders.
2.	Identify and deliver opportunities to engage with staff for the development of the climate change action plan.
3.	Develop opportunities that are aimed at contributing to the climate change agenda.
4.	Ensure that equality, diversity and social inclusion are at the heart of climate change improvement activity

GENERAL – To be aware of and implement the following:

Location: The post holder will be based at the Town Hall but will be required to work out of any of the Council’s establishments to support colleagues.

Equalities – The council’s Equality and Diversity Policy which sets out the council’s commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct – All employees of Chesterfield Borough Council must comply with the Employees’ Code of Conduct.

Health & safety – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council’s Health and Safety policy.

Staff Development - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council’s performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

Data Protection – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

SPECIAL FEATURES OF POST:

Political Restriction	YES		NO	x
Vetting Checks e.g Disclosure and Barring Service (DBS)	YES		NO	x
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES	x	NO	
You may be required to carry out those duties at your present workplace or at another council venue.	YES	x	NO	

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

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DIRECTORATE:	Policy & Communication	DATE:	June 2020

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method
-		Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Essential		
•	Experience of developing, delivering or managing climate change and/or environmental projects within the voluntary, public or private sectors.	Application Form,
•	Natural enthusiasm and interest in the subject matter with the ability to work at pace and under pressure, to work independently, prioritise varied workload and efficiently manage own time.	Interview
•	Good knowledge of the application of climate change and low carbon related issues and the ability to communicate this information to a diverse audience base.	Interview
•	High level of creativity and innovative thinking to work effectively with a wide range of different stakeholders to identify and develop project opportunities. Including Knowledge and understanding of marketing principles and techniques	Presentation, Scenario based Exercise,
•	Excellent interpersonal and communication skills both written and verbal, to deal with a wide range of audiences that may not see the immediate relevance of climate change to their organisation or profession.	Interview/ Presentation, Scenario based Exercise,
•	Experience of developing or managing projects.	Application Form
•	Experience of developing, submitting and securing external funding opportunities and managing budgets	Application Form
•	Good influencing / negotiating skills to persuade others about the importance of climate change and the ability to manage conflict if different views arise.	Interview
•	Ability to prepare, analyse and interpret and to manage financial information and service budgets.	Interview
•	Good computer skills across a range of applications.	Application Form
•	Ability to form constructive relationships with a broad range of	Application

	stakeholders, service users, other officers and members of the Council.	Form
Desirable		
•	Understanding of Consultation and engagement methods	Interview
QUALIFICATIONS		
Essential		
•	Degree in a relevant/related discipline	Qualification / Certificates
Desirable		
•	Recognised project management qualification	Qualification / Certificates
OTHER REQUIREMENTS		
Essential		
•	To display the council's values and behaviours when carrying out the job role	Application Form, Interview
•	To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
•	Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview
COMPETENCY REQUIREMENT:		
Seeing the Big Picture	Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value. For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.	Interview
Level: 2		
Changing and Improving	People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change	Interview
Level: 2		

	<p>and improvement, and working in ‘smarter’, more focused ways.</p> <p>For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.</p>	
<p>Making Effective Decisions</p>	<p>Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it’s being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.</p> <p>For leaders it’s about reaching evidence based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.</p>	Interview
<p>Level: 2</p>		
<p>Leading & Communicating</p>	<p>At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.</p> <p>It’s about championing difference and external experience and supporting principles of fairness of opportunity for all. For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.</p>	Interview
<p>Level: 2</p>		
<p>Collaborating and Partnering</p>	<p>People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.</p> <p>For senior leaders, it’s about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable</p>	Interview
<p>Level: 2</p>		
<p>Developing self and others</p>	<p>Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it’s being open to learning, about keeping one’s own knowledge and skill set current and evolving.</p> <p>For leaders, it’s about investing in the capabilities of our people, to be effective now and in the future as well as</p>	Interview
<p>Level: 2</p>		

	giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change	
Delivering Value for Money	Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money. For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available	Interview
Level: 2		
Managing a Quality Service	Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery. For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services	Interview
Level: 2		
Delivering at Pace	Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly	Interview
Level: 2		