

AGENDA FOR

HUMAN RESOURCES AND APPEALS PANEL

Contact: Andrea Tomlinson
Direct Line: 0161 253 5133
E-mail: a.j.tomlinson@bury.gov.uk
Web Site: www.bury.gov.uk

To: All Members of Human Resources and Appeals Panel

Councillors : R Caserta, T Holt and T Rafiq (Chair)

Dear Member/Colleague

Human Resources and Appeals Panel

You are invited to attend a meeting of the Human Resources and Appeals Panel which will be held as follows:-

Date:	Thursday, 3 December 2020
Place:	Virtual meeting
Time:	3.00 pm
Briefing Facilities:	If Opposition Members and Co-opted Members require briefing on any particular item on the Agenda, the appropriate Director/Senior Officer originating the related report should be contacted.
Notes:	

AGENDA

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

Members of Human Resources Committee are asked to consider whether they have an interest in any of the matters on the Agenda, and, if so, to formally declare that interest.

3 THE ESTABLISHMENT OF 3 NEW FIXED TERM POSTS TO TACKLE THE CLIMATE EMERGENCY. (Pages 3 - 32)

A report from Assistant Director Operations (Strategy) is attached



Classification	Item No.
Open	

Meeting:	Human Resources and Appeals Panel
Meeting date:	3 rd December 2020
Title of report:	The establishment of 3 new fixed term posts to tackle the Climate Emergency.
Report by:	Laura Swann, Assistant Director Operations (Strategy)
Decision Type:	Human Resources and Appeals Panel
Ward(s) to which report relates	All wards

Executive Summary:

The report outlines the need for 3 additional in-house officers (fixed term) to ensure Bury Council delivers a suitable response to the declaration of a "Climate Emergency" and to make the necessary progress towards carbon neutrality.

Recommendation(s)

That: Approval is granted for the employment to the following fixed term posts to progress the delivery of actions to respond to the Climate Emergency and to make suitable progress towards carbon neutrality.: -

1. Climate Action Officer, Grade 12, 16 month contract
2. Graduate Climate Action Officer, Grade 9, 16 month contract
3. Move More Officer, Grade 9, 12 month contract

Key considerations

Background

In July 2019, the Council approved a notice of motion to declare a 'Climate Emergency', to be carbon neutral by 2030 (this target has subsequently been amended to 2038), and to make immediate policy changes to achieve the targets. The "Climate Emergency Declaration" has strong support from residents who are keen to see a suitable response from the Council. The Operations Department shall be the driver of this cross cutting council programme, and every departmental Head of Service will take a lead in their area to implement actions to reach carbon neutrality in council operations and also to facilitate and deliver carbon reduction programmes in the community.

Via the Council's budget announcement (20/2/20), over £11 million was allocated to the Department of Operations in order to tackle the climate emergency, with wide ranging programmes being approved, including; -

- Greening in the fleet - replacement of the Waste Management transport fleet
- Establishing Green Township Forums to enable local communities to bid for funding for schemes that will improve the environment and contribute to the climate agenda
- Large scale tree planting schemes across the Borough
- The establishment of a climate change resilience fund to improve and protect flooded areas
- The development of programmes to enhance the walking and cycling offer across the Borough
- Emphasis on additional transport planning across the town.

The Proposal

In order to develop and implement a full climate action plan for Bury, and to implement suitable schemes and programmes, a number of essential posts are required to drive this agenda forward. It is proposed that they are fully funded, as invest to saves via revenue monies allocated to the climate agenda. Approval to reallocate this funding has been given by Councillor Quinn.

It is proposed that the following posts will be established: -

Climate Action Officer (fixed term for 16 months)

The post holder will create and implement plans specific to areas of the overarching programme and manage and monitor local projects. The post holder will develop bids and associated paperwork to enable the Council to apply for relevant external funding. As the council's public face for Climate Change, the post holder will liaise with local communities and stakeholders to set up and work alongside local groups to help develop and deliver our Climate Action Plan. The post holder will support and deliver carbon reduction initiatives across the borough and also in the council's own operations, and will play a lead role and help affect behavioural change and develop carbon literacy amongst council employees and our communities.



New Climate Action
Officer.DOC2.DOC

Salary, Grade 12- £33,799 – £35,934 per annum.

Graduate Climate Action Officer (fixed term for 16 months)

A Graduate post will be recruited in order to provide essential career development opportunities for local graduates. The post holder will support the Climate Action Officer across all areas of the programme and projects and will develop carbon literacy amongst council employees and local communities.



Grad Climate Action
Officer.DOC2.DOC

Salary Grade 9 - £24,313 – £26,999 per annum.

Move More Officer, hosted as part of Wellness Operations in the Department of Operations (fixed term for 12 months)

The post holder will work as part of the Bury Live Well Service and will be responsible for encouraging Bury's residents to move more by using alternative forms of active travel i.e. walking, cycling and jogging whilst maximise the Bury green spaces for physical activity. The post holder will be expected to build active travel into the daily lives of our communities to replace car journeys (focus on clean air journeys), and contribute to Bury's Moving Strategy and GM Moving key aims of becoming the first walking region, encouraging 75% of Bury's population to be active or fairly active. The post holder will also contribute to the development of the Local Cycling and Walking Infrastructure Plan (LCWIP), work alongside the Highways/Engineering Department and the proposed Bee Network, and the Healthy Workforce Wellbeing Officer to ensure opportunities to secure additional investment for cycle shelters and other measures to promote healthy streets.



MOVE MOVE
OFFICER (WALK , CY

Salary, Grade 9 - £24,313 – £26,999 per annum.

Agreement is sought to establish the Climate Action Officer and Graduate Climate Action Officer posts for a period of 16 months commencing in December 2021 and the Move More Officer for a period of 12 months commencing in April 2021, fully funded as invest to save using monies allocated to the climate agenda. The total costs are as follows: -

Role	Cost 2020/21 (4 months)	Cost 2021/22 (full 12 months)
Climate Action Officer	£14,815.23	£44,445.68
Graduate Climate Action Officer	£10657.197	£31,971.59
Move More Officer	-	£31,971.59
Total	£25,472.42	£108,388.86

Other alternative options considered

To continue with existing resource – we have no dedicated resource to Climate Change and therefore progress would be limited and wouldn't demonstrate the Council's ambition and commitment to this agenda.

To employ consultants – commitment to the climate emergency will be a priority for the Council into the foreseeable future and it is felt important that we develop in-house expertise and strong relationships with our communities in relation to this agenda. This is best achieved by investing in our own workforce. Whilst the posts are initially for a limited time we will be aiming to demonstrate the value of these roles and the need for a more long term commitment to this officer resource.

To employ agency staff - commitment to the climate emergency will be a priority for the Council into the foreseeable future and it is felt important that we develop in-house expertise and strong relationships with our communities in relation to this agenda. This is best achieved by investing in our own workforce. External recruitment will be financially more effective than utilising an agency where a management fee is payable in addition to basic salary.

Community impact / Contribution to the Bury 2030 Strategy

It is proposed that the new roles will work with our neighbourhoods to develop and deliver effective carbon reduction projects. This approach is consistent with the Bury Strategy 2030 and will contribute to the council priority to deliver carbon neutrality.

Equality Impact and considerations:

24. *Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows:*

A public authority must, in the exercise of its functions, have due regard to the need to -

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;*
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;*
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.*

25. *The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services.*

Assessment of Risk:

The following risks apply to the decision:

Risk / opportunity	Mitigation
Not employing these officers presents the risk of failing to deliver on the climate change agenda and disappointing our communities and not playing our part in protecting our climate and the health and wellbeing of our residents.	Approve these new posts and aim to fill the roles as soon as possible.
The posts fail to deliver community action.	Budget has been made available so that the new roles can be developed to deliver actions working with our residents and businesses. The roles will be carefully managed to ensure that suitable projects are delivered within appropriate timescales.

Consultation:

N/A

Legal Implications:

This report sets out the business case for recruitment to 3 posts, which is in response to a decision by Council declaring a Climate Emergency. The recruitment must be undertaken in line with the Council's recruitment and selection policy and have regard to equality issues.

Financial Implications:

The cost of the proposal can be met from funding available and is therefore fully funded.

Report Author and Contact Details:

Chris Horth
Unit Manager
0161 253 5520
c.horth@bury.gov.uk

Background papers:

N/A

Please include a glossary of terms, abbreviations and acronyms used in this report.

Term	Meaning

JOB DESCRIPTION

Post Title: Climate Action Officer	
Department: Operations	Post No:
Division/Section:	Post Grade:
Location: Knowsley Place	Post Hours: 37 hours per week on a flexible basis in accordance with service requirements
<p>Special Conditions of Service:</p> <p>Driving licence is required as car allowance is payable.</p> <p>Some out of hours working may be required, including weekends, as required by the needs of the service for which TOIL is given.</p> <p>Undertake training as and when required.</p>	
<p>Purpose and Objectives of Post:</p> <p>To develop, implement and drive delivery of a detailed Climate Action Plan to meet Bury's carbon neutrality target.</p> <p>To be the council's public face for Climate Change liaising with local communities and stakeholders to set up and work alongside local groups to help develop and deliver our Climate Action Plan.</p> <p>To support and deliver carbon reduction initiatives across the borough and also in the councils own operations</p> <p>To play a lead role and help affect behavioural change and develop carbon literacy amongst council employees and our communities.</p>	
Accountable to: Executive Director of Operations	
Immediately Responsible to: Climate Action Programme Manager	
Immediately Responsible for: Graduate Climate Action Officer	

Relationships: (Internal and External)

Internal

All council employees, including those in schools.

External

Members of the public, other local authorities, Greater Manchester Combined Authority, Transport for Greater Manchester, contractors and suppliers of goods and services, local stakeholder groups e.g. Citizens Assembly, local township groups, chambers of commerce, businesses, other agencies such as the GMP, GMFRS, DVSA, Environment Agency, DEFRA and BEIS.

Control of Resources:

- Financial:
 - Assisting Climate Action Programme Manager with the management of budgets for delivery and implementation of projects to help meet our carbon neutral targets
- Equipment/Materials: Responsible for the safekeeping and correct use of all equipment/materials required to execute the job i.e. PC, PPE.
- Health & Safety: The post holder is responsible for the health safety and welfare of him/herself and other persons (e.g. colleagues, visitors, members of the public) who may be affected by his/her acts or omissions whilst at work in accordance with the Council and Departments' health and safety policies and procedures.

Duties/Responsibilities:

- Develop and implement a Bury Climate Action Plan with full participation and involvement of the local community.
- Develop and support Bury's Climate Stakeholder Panel to work in partnership with the council to produce and deliver Bury's Climate Action Plan.
- Develop and support Bury's Climate Action Township forums to help deliver a community response to the Climate Emergency.
- Work with the Programme Manager to develop and manage cross council project teams to generate, support and deliver climate change measures and monitor progress and achievements.
- Use scientific data and evidence to develop robust interim targets and carbon budgets and develop suitable timelines.
- Facilitate and assist our community groups to generate, develop and deliver climate action projects.
- Liaise and work with our business community to help them to deliver projects and where appropriate access funding to help meet our carbon neutral projects.
- Support and deliver projects to help our residents to reduce carbon emission from their houses and their methods of transport.
- Monitor local carbon reduction projects to measure and record relevant carbon savings.
- Gather data and information as necessary to monitor progress towards interim and final carbon neutral targets for both the council and the community. Produce written and verbal reports on this progress as required.
- Attend Bury's Climate Action Board and other relevant groups to report on progress and offer technical advice as required.
- Use technical knowledge and experience in relation to energy efficiency and low emission transport to develop robust business cases for potential projects and present findings verbally or in writing in easily understandable format for consideration by senior management, councillors stakeholders and our community.
- Develop and implement carbon reduction projects in relation to council buildings and operations.
- Develop and actively manage carbon reduction projects within the council and in the community. Role will involve all aspects of project management including, planning contract management, and specifying works, procurement, technical evaluation of proposals supervision of implementation, financial reporting, quality control, post-delivery evaluation.
- Manage the Community Climate Capital fund to ensure funding is awarded to appropriate deliverable projects and ensure suitable delivery to achieve progress to our carbon neutral target.
- Seek out and apply for relevant sources of external funding. Where bids are successful ensure rules of the award are met and that all necessary deadlines are met and reports and returns provided.

- Influence the development of corporate initiatives, strategies and policies to reduce the council's carbon footprint, promote the use of renewables, improve energy efficiency and climate adaptation across the district and help embed environmental sustainability in service delivery and operations across the Council.
- Deliver an ongoing communication campaign to raise awareness on the subject of climate change and to drive behavior change within the council and in our wider communities.
- Source and deliver an appropriate carbon literacy training programme for council employees to help embed climate change consideration on all aspects of the councils operations.
- Present reports both written and verbal to various forums internally and externally as required.
- Attend and support relevant local groups as necessary to raise awareness, report on progress, generate support or facilitate actions.
- Provide specialist advice on best practice in carbon saving measures policies and technologies to members, council employees, members of the public, community groups and any other appropriate persons or groups.
- Maintain a high level of knowledge and expertise on approaches to carbon reduction and offsetting sustainability and climate change.
- To manage, supervise and develop the knowledge and experience of the Graduate Climate Change Officer.
- To undertake any other reasonable duties to help deliver Bury's Climate Emergency response.

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Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service)

Job Description prepared by:	Sign:	Date:
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:



DEPARTMENT FOR COMMUNITIES AND WELLBEING

JOB TITLE

SHORT LISTING CRITERIA	ESSENTIAL	DESIRABLE
1. Skills and experience		
Experience and ability in project management relating to a range of technical, practical and behaviour change climate change projects in the areas of both energy and transport.	X	
Experience of effectively managing a number of complex projects at the same time	X	
Good knowledge of climate change and low carbon related issues and the ability to communicate this information to a diverse audience base.	X	
Ability to develop strategies and action plans.	X	
Experience and ability in working in partnership and in consultation with community and stakeholder groups to develop and deliver successful projects.	X	
Proven ability to prioritise and organise workloads and to work from own initiative with minimal supervision.	X	
Experience of effectively developing or managing projects working with a team from a number of different sections of the council and from various other public and private sector agencies.	X	
Knowledge and experience of procurement including tendering and managing the delivery of contracts and dealing with contractors including challenging poor performance.	X	
Experience of managing budgets in relation to project delivery.	X	
Experience of applying for significant funding and managing funding awards, managing delivery progress reports and making returns.	X	
An understanding of funding opportunities and innovative models.		X

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Excellent interpersonal skills with the ability to communicate, negotiate and be persuasive, both verbally and in writing with a diverse range of people.	X	
Ability to produce clear briefings and reports on complex technical issues to a range of audiences.	X	
An understanding of current legislation and national /international energy environment, carbon reduction, climate change and or sustainability policy issues.	X	
Technical knowledge and experience in relation to low carbon measures relating to both energy use and transport.	X	
Ability to innovate respond to new opportunities and bring best practice as part of continuous service improvement.	X	
Excellent customer service skills including the ability to deal with difficult customers.	X	
Able to provide effective supervision and guidance to staff and assist them with their development and experience.		X
Proven track record of identifying opportunities, creating and delivering innovative projects.	X	
Detailed knowledge of applying qualitative and quantitative data to develop business cases and viability assessments when developing projects for approval.	X	
Experience of working closely with community and stakeholder groups to develop and deliver successful projects.	X	
Ability to motivate and inspire team partners and contractors to achieve high performance standards.	X	
High level of creativity and innovative thinking to work effectively with a wide range of different stakeholders to identify and develop project opportunities.	X	
Up to date IT skills, including familiarity with Microsoft Office applications.	X	
Good influencing skills to persuade others about the importance of climate change and the ability to manage conflict if different views arise.	X	
Ability to work independently, prioritise varied workload and efficiently manage own time.	X	
Ability to work on own initiative representing the Council in various stakeholder or interested group meetings.	X	
2. Qualifications		
Degree in a relevant subject.	X	
Recognised project management qualification (e.g. Prince2).		X
3. Equalities		

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Knowledge and awareness of the Equality Act 2010 and how it applies to this job.	X	
Ensure that equality issues are identified, promoted and managed in all areas of your work.	X	
4. Personal qualities		
Ability to form constructive relationships within the team and with a broad range of stakeholders, service users, other officers and members of the Council.	X	
Natural enthusiasm and interest in the subject matter.	X	

CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS

The short-listing criteria listed plus the following:

ASSESSMENT METHOD	CRITERIA
A/I	Effective team member, with the ability to foster good working relationships with internal and external partners.
A/I	Effective communicator with the ability to enthuse, motivate and negotiate.
A/I	Ability to use own initiative to reach decisions and secure practical solutions to problems.
A/I	Demonstrate a commitment to & a passion for tackling climate change.

JOB DESCRIPTION

Post Title: Graduate Climate Action Officer	
Department: Operations	Post No:
Division/Section: Climate Action Team	Post Grade:
Location: Knowsley Place	Post Hours: 37 hours per week on a flexible basis in accordance with service requirements
<p>Special Conditions of Service:</p> <p>Driving licence is required as car allowance is payable.</p> <p>Some out of hours working may be required, including weekends, as required by the exigencies of the service for which TOIL is given.</p> <p>Undertake training as and when required.</p>	
<p>Purpose and Objectives of Post:</p> <p>To support the Climate Action Team and our community to implement and drive delivery of a detailed Climate Action Plan to make suitable progress towards Bury's carbon neutrality target</p> <p>To liaise with local communities and stakeholders to set up and work alongside local groups to help develop and deliver our Climate Action Plan.</p> <p>To support and deliver carbon reduction initiatives across the borough and also in the councils own operations</p> <p>To play a significant role and help affect behavioural change and develop carbon literacy amongst council employees and our communities.</p>	
Accountable to: Executive Director of Operations	
Immediately Responsible to: Climate Action Programme Manager	
Immediately Responsible for: Graduate Climate Action Officer	

Relationships: (Internal and External)

Internal

All council employees, including those in schools.

External

Members of the public, other local authorities, Greater Manchester Combined Authority, Transport for Greater Manchester, contractors and suppliers of goods and services, local stakeholder groups e.g. Citizens Assembly, local township groups, chambers of commerce, businesses, other agencies such as the GMP, GMFRS, DVSA, Environment Agency, DEFRA and BEIS.

Control of Resources:

- Financial:
 - Assisting Climate Action Team to allocate and manage relevant budgets for delivery and implementation of projects to help meet our carbon neutral targets
- Equipment/Materials: Responsible for the safekeeping and correct use of all equipment/materials required to execute the job i.e. PC, PPE.
- Health & Safety: The post holder is responsible for the health safety and welfare of him/herself and other persons (e.g. colleagues, visitors, members of the public) who may be affected by his/her acts or omissions whilst at work in accordance with the Council and Departments' health and safety policies and procedures.

Duties/Responsibilities:

- Provide assistance and support to the Climate Action Officer and Climate Programme Manager to :-
 - develop and implement a Bury Climate Action Plan with full participation and involvement of the local community.
 - develop and support Bury's Climate Stakeholder Panel to work in partnership with the council to produce and deliver Bury's Climate Action Plan.
 - develop and support Bury's Climate Action Township forums to help deliver a community response to the Climate Emergency.
 - work with the Programme Manager to develop and manage cross council project teams to generate, support and deliver climate change measures and monitor progress and achievements.
 - use scientific data and evidence to develop robust interim targets and carbon budgets and develop suitable timelines.
 - facilitate and assist our community groups to generate, develop and deliver climate action projects.
 - liaise and work with our business community to help them to deliver projects and where appropriate access funding to help meet our carbon neutral projects.
 - support and deliver projects to help our residents to reduce carbon emission from their houses and their methods of transport.
 - monitor local carbon reduction projects to measure and record relevant carbon savings.
 - gather data and information as necessary to monitor progress towards interim and final carbon neutral targets for both the council and the community. Produce written and verbal reports on this progress as required.
 - attend Bury's Climate Action Board and other relevant groups to report on progress and offer technical advice as required.
 - use technical knowledge and experience in relation to energy efficiency and low emission transport to develop robust business cases for potential projects and present findings verbally or in writing in easily understandable format for consideration by senior management, councillors stakeholders and our community.
 - develop and implement carbon reduction projects in relation to council buildings and operations.
 - develop and actively manage carbon reduction projects within the council and in the community. Role will involve all aspects of project management including, planning contract management, and specifying works, procurement, technical evaluation of proposals supervision of implementation, financial reporting, quality control, post-delivery evaluation.
 - manage the Community Climate Capital fund to ensure funding is awarded to appropriate deliverable projects and ensure suitable delivery to achieve progress to our carbon neutral target.
 - seek out and apply for relevant sources of external funding. Where bids are successful ensure rules of the award are met and that all necessary deadlines are met and reports and returns provided.

- influence the development of corporate initiatives, strategies and policies to reduce the council's carbon footprint, promote the use of renewables, improve energy efficiency and climate adaptation across the district and help embed environmental sustainability in service delivery and operations across the Council.
- deliver an ongoing communication campaign to raise awareness on the subject of climate change and to drive behavior change within the council and in our wider communities.
- source and deliver an appropriate carbon literacy training programme for council employees to help embed climate change consideration on all aspects of the councils operations.
- present reports both written and verbal to various forums internally and externally as required.
- attend and support relevant local groups as necessary to raise awareness, report on progress, generate support or facilitate actions.
- provide specialist advice on best practice in carbon saving measures policies and technologies to members, council employees, members of the public, community groups and any other appropriate persons or groups.
- maintain a high level of knowledge and expertise on approaches to carbon reduction and offsetting sustainability and climate change.
- to undertake any other reasonable duties to help deliver Bury's Climate Emergency response.
- As part of the above functions and as part of your professional development you will be required to lead on some specific projects under the supervision of the Climate Action Officer.
- Undertake training as required to further your knowledge and expertise.
- To undertake any other reasonable duties to help deliver Bury's Climate Emergency response.

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Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service)

Job Description prepared by:	Sign:	Date:
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:



DEPARTMENT FOR COMMUNITIES AND WELLBEING

JOB TITLE

SHORT LISTING CRITERIA	ESSENTIAL	DESIRABLE
1. Skills and experience		
Experience and knowledge of project management.	X	
Ability and experience of working actively in a team to deliver projects	X	
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.	X	
Experience of working in partnership with community and stakeholder groups to develop and deliver successful projects.		X
Proven ability to prioritise and organise workloads and to work form own initiative with minimal supervision.	X	
High level of creativity and innovative thinking to work effectively with a wide range of different stakeholders to identify and develop project opportunities.	X	
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.	X	
Ability to produce clear briefings and reports on complex technical issues	X	
An understanding of current legislation and national /international energy environment, carbon reduction, climate change and or sustainability policy issues	X	
Technical knowledge and experience in relation to low carbon measures relating to both energy use and transport	X	
Knowledge of applying qualitative and quantitative data to develop business cases and viability assessments.		X
Excellent customer service skills including the ability to deal with difficult customers	X	
Experience of ,managing budgets		X
Knowledge of potential funding streams for Climate Action		X

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Knowledge of Local Government Procurement rules and how they are likely to apply to Climate Action related projects	X	
Up to date IT skills, including familiarity with Microsoft Office applications.	X	
Good influencing skills to persuade others about the importance of climate change and the ability to manage conflict if different views arise.	X	
Ability to work on own initiative representing the Council in various stakeholder or interested group meetings.	X	
2. Qualifications		
Degree in a relevant subject.	X	
Recognised project management qualification (e.g. Prince2).		X
3. Equalities		
Knowledge and awareness of the Equality Act 2010 and how it applies to this job	X	
Ensure that equality issues are identified, promoted and managed in all areas of your work.	X	
4. Personal qualities		
Ability to form constructive relationships within the team and with a broad range of stakeholders, service users, other officers and members of the Council.	X	
Natural enthusiasm and interest in the subject matter.	X	

Contd. overleaf

CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS

The short-listing criteria listed plus the following:

ASSESSMENT METHOD	CRITERIA
A/I	Effective team member, with the ability to foster good working relationships with internal and external partners.
A/I	Effective communicator with the ability to enthuse, motivate and negotiate.
A/I	Ability to use own initiative to reach decisions and secure practical solutions to problems.

A/I	Demonstrate a commitment to & a passion for tackling climate change
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JOB DESCRIPTION

Post Title: Move More Officer (Walking , Cycling and Jogging)	
Department: Place (CWB)	Establishment/Post No:
Accountable to : Principal Wellbeing Development Officer	Responsible for : Casual Employee's and Volunteers
Division/Section: Bury Live Well Service	Post Grade: TBC
Location: Castle Leisure Centre and Outreach sites	Post Hours: 37 hours per week in accordance with Bury Council flexible working
Special Conditions of Service: Evening and weekend work are a part of the normal week Driving license Casual Car User Allowance subject to annual review Subject to satisfactory enhanced CRB check	
Purpose and Objectives of Post: <p>The post holder will work as part of the Bury Live Well Service and with support from managers be responsible for encouraging Bury's residents to move more by using alternative forms of active travel i.e. walking, cycling and jogging whilst maximise the Bury green spaces for physical activity.</p> <p>The role will be expected to build active travel into the daily lives of our communities to replace car journeys.</p> <p>The Move More officer will develop Moving More programmes that ensure a gold standard service is built in at every level, specifically including behaviour change methodology and community engagement.</p> <p>The Move More officer will contribute to Bury's Moving Strategy and GM Moving key aims of becoming the first walking region and encouraging 75% of Bury's population to be active or fairly active</p> <p>The post holder will work alongside the Live Well Service to help reduce levels of Bury resident's inactivity and increased participation in physical activity via moving more will be a key priority of the Healthy Streets Officer remit.</p>	
Accountable to: The Head of Wellness Operations	
Immediately Responsible to: Principal Wellbeing Development Officer	
Immediately Responsible for: Casual staff and volunteers	

Relationships:**Internal:**

Schools

Integrated Wellness team

BEATS team

Live Well service

SAPAS team

All Department of Communities and Wellbeing employees and employees of other departments

Council Members

External :

TfGM

GMCA

Funding bodies

Government departments

LCO and OCO officers

Local businesses

Members of the public

A range of Health professionals

Local Community groups

Officers in like positions in other authorities

Local GP's and Practice Nurses

Officers of Bury CGG

Staff of Peninne Acute and Peninne NHS Trust

All Falls referring Health professionals

Control of Resources:

Personnel: Liaise with Wellness employees

Climate Change/Active Travel budgets

Grant awards

Financial: Operational and Training Budget Green Activity

Equipment/Materials: Green space activity equipment

Health & Safety: Responsible for Green space activity staff safety, personal safety and the safety of those participants involved.

Specific Responsibilities:

- Promote and implement measures to embed healthy streets into the daily lives of our communities to replace car journeys, improve health, reduce carbon, improve air quality and reduce congestion.
- Contribute to the development of the Local Cycling and Walking Infrastructure Plan (LCWIP) for Bury and build towards the GM Moving Vision of becoming the first walking region. To also work alongside the councils Travel Planner and Active Travel Partnership.
- Promote ambitions of Bury's Moving strategy in supporting operational excellence in Bury and contribute towards the relevant strategic objectives and priorities.
- To work alongside the Highways/Engineering Department and the proposed Bee Network and rollout of wayfinding to create opportunities for communities to move more round these new schemes and routes.
- To work alongside and support the Healthy Workforce Wellbeing Officer and Plan to ensure opportunities to secure additional investment for cycle shelters and other measures to promote healthy streets.
- Work with our communities to develop Move More actions for Bury's Climate Action Plan.
- Develop and deliver Move More related actions in Bury's Climate Change Action Plans and GM Clean Air Plan
- To maximise the opportunities to improve cycling and walking by implementing the recommendations of the Made to Move Report, through developing move more opportunities via any Bury 'Bee Network' infrastructure, utilising the GM Mayor's cycling and Walking Challenge Fund.
- To lead and develop a new community Walking and Cycling Forum for Bury to champion opportunities around cycling and walking. To ensure key stakeholders are engaged to contribute towards the Bury Moving Strategy.
-
- -Support communities- to work with a range of community members/groups to understand the barriers preventing active travel
- to work with communities and groups to identify effective methods to overcome the barriers and promote move more offers in different communities
- Support communities in successfully scoping and managing moving more programmes (cycling , Jogging and Walking) with aspirations of participants registering for Bury's annual Running Festival plus GM Walking Festival & The South Pennine Walk & Ride Festival.
- Signpost and support community groups with grant funding opportunities and work with the voluntary sector to ensure a Move More network of volunteers and champions
- Seek out and apply for relevant funding opportunities and manage any funding /grant allocations and make appropriate returns to funding providers as required

Create a quality and sustainable environment ensuring conditions for more people to move more and use public transport by embedding physical modes of transport into daily life thus contributing to less congestion and air pollution.

- Build activity back into people's lives as our parks, open and green spaces are quality environments support people to lead more active lifestyles. Maximise the potential of green open spaces, green networks, recreational spaces, & sports facilities and healthy streets
- To support the Bury Local Pilot to ensure walking, jogging and cycling is embedded into local plans.
- Transfer expertise and knowledge as appropriate via supporting people to lead more active lives, including creating leaders in communities, building social networks, training people that lead and support volunteers including jog leaders and walk leaders.
- Encourage Active Travel Plans to local schools in the borough to help enable more young people to walk and cycle to school.

- Encourage and facilitate the implementation of relevant measures in workplaces to increase participation in active travel , change travel behaviour , reduce congestion and C02 emissions
- Ensure appropriate allocation and management of resources, including finance for which the post holder is responsible.
- Analyse, interpret and present data to highlight issues and risks to support decision making.
- Contribute to learning locally , regionally and nationally

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired.		
Job Description prepared by:	Sign:	Date:
Agreed correct by Potholder	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

**BURY COUNCIL
ENVIRONMENT AND DEVELOPMENT SERVICES**

BURY COUNCIL

**PERSON SPECIFICATION
Active Adult Development Officer**

ASSESSMENT METHOD	SHORT-LISTING CRITERIA	ESSENTIAL	DESIRABLE
Application	Degree or equivalent in a sports, leisure or physical activity related subject	✓	
Application	Walking for Health walk leader – cascade trainer qualified		✓
Application	Walking for Health leader qualified		✓
Application/Interview	Good knowledge of the impacts of road transport on climate change and air quality and the positive role active travel can play in relation to these agendas	✓	
Application/Interview	Experience of implementing effective active travel projects and measures to achieve real change amongst all sections of our community.	✓	
Application / Interview	Experience of developing plans to address inactivity and increase participation.	✓	
Application / Interview	A minimum of 2 years experience of working across multi-agency partnerships and stakeholders	✓	
Application / Interview	Knowledge and experience of behaviour change methodology	✓	

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Application / Interview	Knowledge of the impact of physical activity and inactivity on health and wider outcomes.		✓
Application / Interview	Engaging hard to reach communities and target groups in sport and physical activity		✓
Application / Interview	Experience of recording and monitoring budget expenditure		✓
Application / Interview	Working knowledge and ability to use ICT	✓	
Application / interview	Ability to plan effectively, organise resources and meet deadlines	✓	
Application / Interview	Experience of monitoring and evaluating projects against key performance indicators	✓	
Application / Interview	Understanding of equality and diversity.	✓	

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