

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.

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

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