

JOB PROFILE: CLIMATE CHANGE OFFICER	Grade G
<p>Job Purpose</p> <ul style="list-style-type: none"> • Reporting to the Assistant Director Growth and Regeneration, to assist with the preparation of a Climate Change Action Plan and the subsequent delivery of actions/tasks/milestones therein to ensure that the Council achieves Net Zero Carbon. • To assist with the delivery of the baseline report already prepared to ensure that every opportunity to embed Climate Change within the organisation is explored and implemented. • To work with internal and external partners to identify opportunities for decarbonisation. • To proactively prepare and pursue funding opportunities that could financially support the process of becoming Net Zero. 	<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in climate change or a relevant area • Experience of working in Local Government or relatable organisation • Experience of Climate Change funding • Experience of managing resources including financial resources
<p>Functional Responsibilities: key responsibilities include -</p> <ul style="list-style-type: none"> • To contribute to the development and delivery of the Climate Change Action Plan. • To coordinate, produce, maintain and review project plans and other project documentation to enable the projects to be managed against a clear set of defined deliverables and milestones • Advise and support Heads of Service and the Corporate Management team on the delivery of projects. • Plan, prepare and conduct meetings, workshops and presentations for a wide variety of audiences • Provide advice on Climate Change policies, legislation and practices across the organisation and particularly in relation to decision making and report writing. • Undertake all corporate requirements on health & safety, equal opportunities, data protection, safeguarding, risk management and financial regulations • Represent the Council at external meetings as required • Deputise for the Assistant Director as required 	<p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Relevant degree or equivalent • Full driving licence – this post attracts an Essential Car User Allowance • Knowledge of climate change legislation and policy • Knowledge of national / regional / local organisations involved in climate change • Knowledge of relevant IT systems and software • Ability to communicate and present complex matters effectively, both orally and in writing, to a range of audiences • Ability to interpret complex data; high level literacy and numeracy; good report writing and presentation skills • Ability to lead and contribute effectively at meetings • Influencing and negotiating skills • Ability to manage, control and schedule budget and resources • Ability to interpret and produce technical specifications • Ability to keep accurate records according to agreed systems • Ability to manage conflicting demands • Organisational and interpersonal skills • Consistent attention to detail

<ul style="list-style-type: none"> • To develop bids and business plans in pursuit of funding to support Climate Change actions 	<ul style="list-style-type: none"> • Ability to work on own initiative, operate effectively as a team member and work in partnership with other officers from the Council and external organisations • Ability to supervise consultants
<p>Strategy/Policy Development</p> <ul style="list-style-type: none"> • Contribute to the development of policy in relation to Climate Change. 	<p>Attributes</p> <ul style="list-style-type: none"> • Self-reliant, initiator, motivator, finisher • Personal credibility with a high degree of integrity • Resilient and resourceful in the face of conflict and uncertainty • Commands the confidence of other officers
<p>Additional Duties</p> <ul style="list-style-type: none"> • Be able to work evening, weekends and/or bank holidays to carry out consultations or attend Committee meetings • Any other reasonable duties commensurate with the grade and general nature of the post 	