

Job Title	Sustainability Project Officer
Reporting to	Amenities Manager
Supervises	No supervisory responsibility
Salary range	£34,214 SCP24

Overview

The Council declared a Climate and Ecological Emergency (CEE) in 2019. This is a Sustainability Project Officer post working to meet the Council's ambition to be net zero by 2030. The post holder will take a lead role in developing and delivering the Council's CEE plan. They may also develop and implement other projects which may fall within the Council's scope of services.

Job Purpose

1. To deliver and lead on CEE projects in line with recognised project management methodology, practices and standards;
2. To research CEE topics and draft reports, proposals and policies.

Key responsibilities

1. To champion environmental matters across the Council;
2. To lead on CEE projects and continuous improvement;
3. To advise the Council on innovative projects and generate ideas for consideration;
4. To produce and contribute towards project management documentation including Scopes, Project initiation documents, schedules, business cases, risk assessments etc;
5. To help the environment become a golden thread through all work of the Council;
6. To work with partners to deliver shared goals and maximise benefits for the town;
7. To manage resources for allocated projects;
8. To advise senior managers and Councillors on the progress of projects and assist with problem solving;
9. To support and report to relevant internal or external partnerships, working groups and any other relevant stakeholders;
10. To support and promote the Council's policies, procedures, values, and behaviours in all dealings with staff, Members and the public;
11. The duties and responsibilities of the post are not restrictive, and the post holder may be required to undertake other duties from time to time. Any such duties should not however, substantially change the general character of the post.

Person Specification

Category	Criteria	Essential	Desirable	How Assessed
Education, Qualifications & Training	5 GCSE's (including English and Maths) or equivalent NVQ or relevant experience.	✓		Certificates
	Degree in environmental science, or a related field or equivalent experience		✓	Certificates / Application form
	Project management training		✓	Certificates
	Clean and full driving licence.		✓	Licence
Experience	Experience of projects and/or programmes of work within a project management environment	✓		Application form/Interview
	Experience of developing and implementing environmental management/action plans	✓		
	Experience of Researching and producing project documentation to a high standard	✓		Application form/interview
	Experience of writing complex reports	✓		Application form/interview
	Experience of working in a Council or public facing service.		✓	Application form/interview
	Experience of reviewing and tracking workplans and budgets		✓	Application form/interview
	Experience of facilitating public meetings and workshops		✓	Application form/interview
Skills, Abilities & Knowledge	Excellent knowledge of environmental matters, regulations, and best practices	✓		Application form/interview
	Knowledge of the issues surrounding climate change and nature recovery	✓		Application form/interview
	Ability to juggle competing workloads, and demonstrate good time management	✓		Application form/interview
	Ability to communicate with a wide range of people including Councillors, colleagues, partners and the public	✓		Application form/interview
	Negotiation and partnership building skills	✓		Application form/interview
	Problem solving and finding innovative solutions	✓		Application form/interview
	An adaptable and flexible approach to work,	✓		Application form/interview
	Equalities, and health and safety awareness	✓		Application form/interview