# East Herts Logo JOB DESCRIPTION

This form summarises the purpose of the job and lists its key tasks. It may be varied from time to time at the discretion of the council in consultation with the postholder.

Job title Climate Change and Sustainability Project Officer

Reports to Sustainability Manager

Team Community Wellbeing & Partnerships, Housing & Health

Grade 7

Last updated May 2024

## Job Summary

The postholder makes things happen by identifying and negotiating opportunities for the council to achieve its climate change, air quality, active travel and biodiversity goals through partnership and engagement with the public, private and voluntary sectors.

The postholder will work with the Sustainability Manager to (a) specify and tender contracts and works to deliver projects in a timely and cost-effective way, (b) engage with private sector suppliers and (c) build community capacity through supporting local groups and administering grant funding, all with the aim of mobilising support for new activities and behaviour change to reduce the district’s carbon footprint and air pollution, while maintaining and increasing biodiversity.

## Key Tasks

### Operational Responsibilities

* Facilitate collaboration among diverse organisations to identify innovative solutions for achieving the council’s climate change objectives
* Engage with the private sector in order to tender and commission services aligned with the council's climate change goals.
* Administer contract payments to contractors and suppliers, as well as grants to individuals and community organisations.
* Promote the council’s climate priorities among partners, suppliers and the public to encourage the submission of new ideas and initiatives.
* Assist organisations in identifying effective ways to engage residents, businesses and/or visitors in the climate change agenda.
* Unlock previously untapped volunteer resources by identifying practical ways for local people and community groups to find neighbours and others who would be willing to ‘lend a hand’ on sustainability-based initiatives.
* Support individuals, groups and town and parish councils to access opportunities for external funding, upskilling and mechanisms for building confidence to strengthen capabilities.
* Support and enable people to take a role in running activities to improve sustainability outcomes using local assets.
* Prepare briefing papers and reports for senior officers and councillors to inform decision-making.

### Management / Supervisory / Team Working Responsibilities

* Actively pursue good working relationships with private companies, private sector bodies, community groups, voluntary organisations, residents, town and parish councils and other statutory bodies.
* Keep up to date with relevant legislation and policies and procedures which are relevant to the climate change and sustainability agendas.
* Given the varied nature of the role, maintain flexibility to undertake other appropriate and relevant duties as they occur.

### Communication and Contacts

* Build and maintain networks with regard to progressing the climate change and sustainability agendas in East Herts.
* Develop and maintain a profile among officers and councillors involved with the climate change and sustainability agendas within East Herts Council, Hertfordshire and beyond.
* Together with the council’s Sustainability Manager, Director for Communities and the Communications team, draft communications material for social media and other publicity campaigns and events.

### Financial / Budgetary Responsibilities

* Administer a sustainability-related grants programmes.
* Oversee any project budgets as required under the guidance of the Sustainability Manager.
* Provide project management support to the Sustainability Manager on the identification, tendering, assessment and management of contracts integral to the delivery of the council’s climate change, air quality, active travel and biodiversity goals.

### Other

* Support and model the council’s corporate behaviours including, though not limited to, the council’s commitment to equalities and safeguarding.



# PERSON SPECIFICATION

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We want the postholder to be able to demonstrate the following competencies to a high level and want to use these to the full in their work. This is more important than having a great deal of direct experience of the job content and we will be looking for evidence of all the following key competencies during the selection process, if you are shortlisted.

* Personal effectiveness
* Proactive
* Managing relationships
* Organised
* Communication
* Customer focus

## Key Criteria

### Qualifications and Experience

* Good level of written and spoken English.
* Evidence of maintaining skills and knowledge base.
* Demonstrable experience of supporting and/or working with private, public and voluntary sector organisations.

### Specialist Knowledge and Job Requirements

* Demonstrable ability to work with credibility and confidence with private, public and voluntary sector organisations with regard to contracts, jointly delivered projects and the like.
* Demonstrable ability to set up and maintain effective and systematic administrative records, such as financial monitoring information and inputting and interpreting carbon accounting information.
* Experience and/or demonstrable understanding of working in an outreach capacity with communities.
* Ability to readily build trust and credibility among senior officers and councillors.
* Ability to write clear, persuasive, evidence-based briefing notes, publicity and other documentation on complex subjects in a clear and approachable style suited to a wide range of audiences.
* Strong organisational skills with an attention to detail.
* Ability to engage effectively with, and facilitate, local communities and a wide range of partners and other stakeholders to identify community assets and strengths, and to build on them to meet community needs.
* Able to inspire, motivate and encourage communities to engage in a range of learning opportunities and community development activities.

### Other

* Approachable and able to work with a diverse range of people.
* A commitment to community involvement and support.
* Demonstrable commercial acumen.
* Personal commitment to implementing anti-discriminatory practice.
* Understanding of and personal commitment to community empowerment.
* Ability to remain positive, enthusiastic and creative under pressure.
* Willingness to work occasional evenings and weekends in line with service requirements.
* The council is committed to safeguarding and promoting the welfare of all its residents specifically children and vulnerable adults. The council expects all its staff to have an understanding of safeguarding and to share this commitment.