

JOB DESCRIPTION
Job Title:

Sustainability & Climate Change
Officer

Post No:
Grade:

HC 7

Directorate

Economy & Environment

Division:

Environment Climate
Emergency and Waste
Services

Section:

Sustainability & Climate
Change

Organisational information:
Responsible to:

Principal Electric Vehicle Infrastructure Officer

Functional links with:

- Departments and Directorates across Herefordshire Council
- Herefordshire Council Officers working in environmental, energy, highways, transportation and public health areas
- Working relationship with Herefordshire Councils corporate Project Management Office
- Corporate working groups comprising staff from all directorates
- Local employers and business forums including the Business Travel Network
- Strategic Partnerships including the Herefordshire Climate and Nature Partnership and Marches Forward Partnership
- Local environment groups
- Regional networking groups including Sustainability West Midlands and CoMoUK
- Government Offices, including the Office for Zero Emission Vehicles (OZEV), Department for Business Energy & Industrial Strategy (BEIS), the Department for Transport (DfT), and the Department for Levelling Up, Housing & Communities (DLUHC)
- Contractors delivering services on behalf of the council
- Residents and the general public

Main Purpose of Job:

- To promote, deliver and manage projects related to the uptake of ultra-low emission vehicles, active travel, carbon management and environmental projects in the county
- To actively develop, deliver and manage initiatives in order to support the above
- Seeking and securing external funding opportunities from a range of sources including Government Departments
- Monitoring national, regional and local developments to inform environmental strategy within the Council, Partnerships and other local organisations

Main Responsibilities / Accountabilities:

- To support the delivery of the Council's Electric Vehicle Infrastructure strategy and action plan
- To deliver numerous, inter-directorate projects and initiatives to improve environmental performance within the Council, including convening & supporting inter directorate working groups
- To deliver active travel projects and the Council's employee travel plan

- To deliver the projects within the Council’s carbon management plan to reduce the councils carbon emissions and reach net zero by 2030
- Lead projects which deliver community participation in sustainable development and environmental issues including schools, businesses and the voluntary sector
- Identify, develop promote opportunities and lead projects to progress sustainability within the Council, its partners and across the county
- Develop and deliver publicity and events, design training & exhibition materials and programmes, organise and manage events and seminars, to achieve these aims

Job Activities:

- Work in partnership with other officers from across the Council to progress cross-directorate projects on active travel, environmental improvement and energy efficiency
- Attend meetings to represent the Council/team or support other team members at local, regional and national levels as appropriate
- Prepare and give talks & presentations to internal and external groups
- Prepare financial forecasting for projects for review by Principal Officers and Sustainability and Climate Change Manager
- Support contract management of outsourced projects through attendance of regular contract meetings and deputising for Principal officers as required
- Prepare publications and reports for officer, councillors and senior managers
- To develop environmental, active travel and fleet management policies and procedures
- Develop financial business cases for energy efficiency, renewable energy and carbon reduction projects
- Identify and develop external grant/loan applications, e.g. to the DfT and OZEV
- Sustainability appraisal of grants, proposals, policies and strategies as and when required
- Monitor national developments to identify opportunities to contribute to local progress and comment on papers, reports and publications
- To prepare and issue works orders, check payment and carry out the appropriate administrative procedures ensuring expenditure remains within budget
- To provide input to the council’s policy documents, e.g. the Carbon Management Plan and associated action plan, Local Transport Plan and reports to the DfT and BEIS
- Day to day management of the Council’s utility contracts and energy management software

Job Holder Name:

Line Manager Name:

Job Holder Signature:

Line Manager Signature:

Date:

Date:

Date Job Description last reviewed: 29/01/24

PERSON SPECIFICATION

All information to be as shown on organisation chart.

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	ESSENTIAL	METHOD OF ASSESSMENT
Experience	<p>Good understanding of sustainability, ultra-low emission vehicles and active travel topics</p> <p>Understanding of Carbon Management and Travel Planning</p> <p>Experience of working in or with the public sector and in partnerships</p> <p>Experience of work in the sustainability or active travel field</p> <p>Experience developing business cases for sustainability projects</p> <p>Initiation & development of projects</p> <p>Project management and delivery</p>	<p>Application/ Interview/ Presentation</p>
Qualifications and Training	<p>Degree or equivalent professional qualification in a related field or a minimum of 3 years relevant work experience will be considered</p> <p>Should be able to demonstrate recent and continuing professional and personal self-development</p> <p>Experience of Microsoft Office applications, including Excel, Word & PowerPoint</p>	<p>Certificates/ Application</p>

<p>Skills and Abilities</p>	<p>Work methodically on own initiative and as part of a team</p> <p>Develop & follow through work programmes covering several topics</p> <p>Manage the delivery of projects</p> <p>Ability to engage a variety of different people & groups</p> <p>Excellent communication skills</p> <p>Ability to communicate technical messages to non-expert audiences</p> <p>Research, collect & interpret technical data & information accurately</p> <p>Good presentation and report writing skills</p> <p>Be imaginative and innovative</p>	<p>Application/ Interview/ Presentation</p>
<p>Other Factors</p>	<p>Can demonstrate a commitment to valuing diversity and challenging discriminatory actions and behaviour</p> <p>The ability and willingness to attend meetings outside normal office hours.</p> <p>The ability to travel as required to locations across the County</p>	<p>Interview</p>

<p>Job Holder Name:</p> <p>Job Holder Signature:</p> <p>Date:</p>	<p>Line Manager Name:</p> <p>Line Manager Signature:</p> <p>Date:</p>
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