



## Job Description

<b>POST TITLE</b>	Climate Change Officer	<b>POST NO:</b>	HH1060
<b>SERVICE UNIT</b>	Housing & Development Control	<b>GRADE:</b>	11
<b>JOB EVALUATION</b>	A2060	<b>JOB FAMILY</b>	N/A
<b>RESPONSIBLE TO:</b>	Head of Housing & Development Control		
<b>RESPONSIBLE FOR:</b>	None		
<b>LOCATION</b>	Burnley Town Hall	<b>STATUS</b>	Staff

### Job Purpose

To work across the Council to ensure effective and efficient delivery of the agreed Climate Change initiatives.

To assist with the identification and support the delivery of carbon reduction initiatives across the borough and in the Council's own operations.

To help affect behavioural change and develop carbon literacy amongst council employees, our communities, partners and businesses.

### Main Duties and Responsibilities:

1. To formulate and implement policy and strategy development around climate change and sustainability and respond to relevant consultations on such matters.
2. To work across services to generate, support and deliver climate change measures and to monitor progress and achievements.
3. To identify any relevant sources of external funding and to prepare and submit bids for funding applications.
4. To influence and engage partners, local businesses and community groups to generate, develop and deliver climate change projects.
5. To work across the Council to help embed sustainability in Council policies, service delivery and operations including a communications plan to raise awareness about climate change and to drive behaviour change within the Council and in our community.
6. To work with key partners and agencies to advise on and support them to address climate change measures.

7. To keep abreast of relevant national policy issues and report on best practice in relation to climate change and sustainability and assist in the development of projects and support initiatives to ensure corporate objectives are met.
8. To report on Climate Change Strategy Action Plan progress.
9. To prepare reports and briefings for managers, Elected Members, partners and other external agencies.
10. To co-ordinate the Council's carbon champions and lead on the objective for the Council to become a Carbon Literate organisation.
11. To undertake such other duties and responsibilities as are commensurate with the salary grading of the post.

<b>Nature of Contacts and Relationships:</b> <i>Senior Managers, Elected Members, Council employees, strategic partners, local businesses and community groups.</i>
<b>Responsibilities for Supervision:</b> <i>None</i>
<b>Responsibilities for Finance:</b> <i>External funding of up to £500,000</i>
<b>Responsibility for Physical Resources:</b> <i>IT equipment for personal use, data</i>
<b>Work Environment:</b> <i>Predominately office based</i>

### **Health and Safety**

Employees are required to work with their employer to ensure a working environment which is safe and without risks to the health, safety and welfare of employees, and others who may be affected, in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy.

### **Politically Restricted Posts**

This is a Politically Restricted Post within the meaning of the Local Government and Housing Act 1989.

### **FOOTNOTE**

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.

#### **Equality Act 2010**

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.

**Prepared by: Paul Gatrell**

**Date: December 2021**

**Postholder:**

**Date of issue:**

## Person Specification

<b>POST :</b> Climate Change Officer	<b>GRADE:</b> 11
<b>DIRECTORATE :</b> Operations	<b>POST NO:</b> HH1060

<b>Selection Criteria</b>	<b>Essential/Desirable E/D</b>	<b>Method of Assessment</b> Application/Interview/Test Presentation/Production of Certificates <b>A/I/T/P/C</b>
<b>QUALIFICATIONS</b>		
1. Educated to degree level in a relevant subject	D	A/C
2. Professional qualification	D	A/C
3. Project Management qualification	D	A/C
<b>EXPERIENCE</b>		
4. Experience of managing strategies to address climate change and/or sustainability	D	A/I
5. Experience of working on large scale projects	E	A/I
6. Experience of developing and implementing policies and strategies	E	A/I
7. Experience of preparing successful funding applications	D	A/I
8. Experience of co-ordinating partnerships to deliver outcomes	E	A/I
9. Experience of cross-organisational working	E	A/I
<b>SKILLS AND COMPETENCIES</b>		
10. Knowledge of national policy and legislation relevant to climate change and its impact	E	A/I
11. Ability to put strategies into action and organise work to achieve the desired outcome	E	I
12. Ability to build relationships and engage effectively with stakeholders at all levels	E	I

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13. Ability to manage budgets	E	A/I
14. Ability to translate national policy into practical local plans and action	E	A
15. Ability to communicate complex information to a diverse audience both verbally and in writing	E	A
16. Ability to identify and diagnose complex issues and develop innovative solutions	E	I
17. Ability to manage a complex workload and manage conflicting and changing demands	E	A
18. Full, clean Driving licence and use of own vehicle	D	A/C

### **The Burnley Way**

Burnley employees are expected to be role models the organisation's TEAM values and behaviours which are: Together, Enterprising, Ambitious and Meeting Customer Needs. Our organisational leaders and managers are expected to strive to create a culture of openness and trust, where people are led and managed in line with TEAM values acting as role models for working collaboratively to drive efficiency and service improvements in order to deliver the Council's vision and objectives. Further details are contained in the Behaviour Framework