
Recruitment information

Job description and person specification

Your title	Climate Change Project Officer
DBS check	This post does not require a DBS check
Post number	PRN000355
Your team	Climate Change
You would be based	Civic Centre, Esher
Your line manager	Climate Change Programme Lead



Elmbridge
Borough Council

About the role

You will be part of the Climate Change team, which is within the wider Policy & Performance service area. The Policy & Performance team has responsibility for a broad range of areas in addition to climate change including, communications, economic development, emergency planning, human resources, organisational development and policy.

The Climate Change team responsibilities include:

- our Carbon Management and Reduction Plan
- cross team collaboration on carbon reduction and sustainability measures
- our annual organisational carbon emissions footprint calculation/monitoring
- promoting climate change and sustainability action to become a carbon neutral borough internally and externally
- community engagement, including campaigns/activities, community group meetings and event and our Elmbridge Climate Change Citizens' Panel
- administering our Elmbridge Community Climate Action Fund (ECCAF)
- Member engagement and reporting

The main purpose of the role:

As the Climate Change Project Officer, you will be:

- providing support to deliver the Sustainable Elmbridge activities
- planning and delivering our engagement plan activities and events
- assisting with the researching, planning, delivery, and evaluation of a range of projects as required

The role is varied and could be involved in multiple aspects of the wider Policy & Performance Team's work.

Specific duties and responsibilities

This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken. This job description may therefore be amended in consultation with the postholder.

- support the Climate Change Programme Lead in the delivery of the Carbon Management and Reduction Plan, carbon reduction and sustainability measures
- planning and delivering our community engagement plan activities and events
- attending and presenting at community group and stakeholder meetings and events

- delivering internal engagement projects and activities
- administering the Elmbridge Community Climate Action Fund (ECCAF)
- provide administration support for the climate change programme, including responding to queries
- work with the wider organisation supporting the delivery of our climate change and sustainability projects within teams
- collect and collate updates, and monitor climate change projects
- provide research and project development for climate change initiatives

What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our employees and at all times you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-

year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining the privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

Climate Change Project Officer
Team: Climate Change
Salary: SO1 – SO2 (£39,026 - £44,063)

Post no: PRN000355
Hours: 36
Car allowance: C4 (occasional)

Qualifications and education

No	Key requirements	Desirable/essential	To be tested by: Application (A) Test (T) Interview (I)
1	Education to relevant degree level (or equivalent)	E	A
2	Project management qualification, or equivalent experience	D	A/I

Experience

No	Key requirements	Desirable/essential	To be tested by: Application (A) Test (T) Interview (I)
3	Experience of teamwork	E	A/I
4	Project administration experience	E	A/I
5	Conducting research and analysis	E	A/T/I
6	Stakeholder engagement	E	A/I

Knowledge, skills and abilities

No	Key requirements	Desirable/essential	To be tested by: Application (A) Test (T) Interview (I)
7	Excellent organisational skills and attention to detail	E	A/I
8	Able to use a variety of communications tools	E	A/T/I
9	Political sensitivity	D	A/I

10	Thrives on learning and development	E	A/I
11	Able to work to deadlines and deliver under pressure	E	A/T/I
12	Good IT skills (preferably Office 365)	E	A/T/I
13	Problem solving and evaluation skills	E	A/T/I
14	Flexible and adaptable working style	E	A/I
15	Good public speaking / presentation skills	E	A/T/I

Special requirements

No	Key requirements	Desirable/ essential	To be tested by: Application (A) Test (T) Interview (I)
15	Able to attend evening and weekend meetings and events as required	E	A
16	Driving license and access to a vehicle for meetings throughout the borough	D	A
17	Able to attend internal and external trainings	E	A