



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Climate Emergency Project Officer
Service	Place and Growth, Environment
Team	Climate Emergency
Location	Shute End
Reports to	Climate Emergency Service Manager
Worker Style	Hybrid - Remote working with attendance at Council offices (Shute End) as and when required
Responsible for	N/A
Grade	8
Contract Type	2-year fixed term

Main Accountabilities	
1.	Deliver a range of carbon reduction initiatives and projects that supports our Climate Emergency Action Plan, and report on progress against these.
2.	Provide advice and expertise to internal teams and external organisations related to decarbonisation and environmental sustainability.
3.	Build and maintain partnerships that enhance the impact of the borough's Climate Emergency Action Plan.
4.	Support new grant applications for external funding from central government and other organisations.
5.	Undertake climate related research and data gathering to support reports, presentations and government consultations.
6.	Provide general administrative support, such as organisations of meetings, distributing information, preparing reports and briefings.





Person Specification	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> Relevant qualifications OR equivalent experience in a specialist area related to environmental sustainability and/or decarbonisation 	
Experience	<ul style="list-style-type: none"> Work experience in the climate sector Experience of managing projects Experience of working with a wide range of stakeholders to deliver outcomes Experience in data analysis, monitoring and reporting Experience of coordinating activity across different organisations and internal teams 	<ul style="list-style-type: none"> Experience working within local government Experience procuring services and products
Skills/Knowledge	<ul style="list-style-type: none"> Knowledge of current climate related challenges and opportunities Proficient user of Microsoft suite including Excel, Word, and Powerpoint Strong verbal and written communicator, able to adapt the message to fit the needs to the audience Ability to work without supervision using own initiative Ability to work effectively under pressure in a busy, diverse and demanding work environment Ability to build and maintain strong relationships and foster trust and co-operation across colleagues and partners Strong time management and organisational skills and ability to work on a range of activities simultaneously 	

Purpose Details	
Service Purpose	<p>The Climate Emergency service's purpose is to drive forward and report on progress against the Council Plan's Green Priority and the Council's Climate Emergency Action Plan (CEAP) to do as much as possible to be carbon neutral by 2030. The Climate Emergency service supports teams across the council and external organisations to work towards our carbon neutral ambition as well as delivering projects directly.</p>
Role Purpose	<p>The role will lead and support climate-related projects to help deliver our Climate Emergency Action Plan, help raise awareness of climate challenges and opportunities with internal and external stakeholders, and monitor and report on project-specific progress.</p>





Corporate Parenting	You will champion the principles of corporate parenting by embedding its ethos in all aspects of service delivery, ensuring decisions and actions consistently reflect the responsibility to act as a corporate parent to children in care and care leavers, and actively contribute to shaping and implementing the wider corporate parenting strategy.
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Supervision and Relationships

Supervision Received	The role will report into the Climate Emergency Service Manager.
Supervision Given	Na
Contacts	Internal stakeholders - Climate Emergency, Commercial Property, Housing, Public Health, Planning, Environmental Services, Transport, Waste External stakeholders - contacts at other local authorities, project suppliers/partners, University of Reading, Greater South East Net Zero Hub

Resources/Budget Management

Na





Special Requirements

N/A

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	Y
Hand Arm Vibration	N
Lone Working	Y
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Hybrid role. Main office will be Shute End when office presence is required.





Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	Y

Disclosure and Barring Service (DBS)	Details
DBS Requirement	N/A
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
N/A

Evaluation Declaration	
Date of Evaluation:	<DD/MM/YYYY>
Evaluated by:	<Name, job title>

