­**Job Description**

**Graduate Climate Change Officer**

Level 7

**Responsible To: Responsible For:**

Climate Change Lead

**About the job:**

To be part of a team of officers who are responsible for the delivery of the Council’s Climate Change, Air Quality and Biodiversity response.

To assist with the identification and delivery of carbon reduction, air quality improvement and biodiversity improvement measures and to help affect behavioural change amongst Council Officers, Members and our communities.

**Role:**

* To assist with the delivery of corporate projects around the Climate Emergency, Air Quality, Biodiversity and Green Agenda across the council.
* To support Officers delivering climate, biodiversity and air quality related projects across the Council
* To support the preparation of reports and grant applications by researching, collecting, analysing and mapping data
* To carry out site checks and surveys across the Borough to ensure we are delivering our promised actions plus coordinating, recording and mapping data as required.
* To support the work of the Climate Emergency Task Group.
* To engage with our network of external partners, schools and community groups, to listen to ideas and support project development and implementation where practicable.
* To develop co benefits recording of climate actions
* To support at events to deliver the climate, biodiversity and air quality message
* To attend evening or weekend meetings with Members, Parish Councils, community groups, local residents where necessary to support the work of the Climate Team.
* To carry out any other duties which are consistent with the nature, responsibilities, and grading of the post.

**Responsibilities:**

**Team:**

* You will work with your colleagues to prioritise team objectives over individual objectives.
* You will support and respect your colleagues at all times**.**
* You will work together to share knowledge and experiences to improve your service.
* Develop, strengthen and review processes and procedures.
* Ensure all processes meet the needs of customers within the resources available.
* You will participate in development activities as required.

**Corporate:**

* You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
* You will actively engage with customer care, value for money and performance management.
* Your duties will be carried out in line with our equality scheme.
* You will be compliant at all times with GDPR and data protection legislation.
* You will constructively participate in communication and promotional activities.

**Organisational:**

* You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
* You will support an inclusive culture which provides opportunities for everyone to participate and progress.
* You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met.
* You will positively promote and represent the Council at all times



**You will play a key part in our organisational culture:**

* **Customer Focused -** We listen to our communities, keeping them informed about the things that matter most to them and providing a professional and responsive service
* **Forward Thinking -** We solve difficult problems by being adaptable, resilient, and innovative
* **Working Together -** We are focused on achieving our collective goals as an organisation and we support our colleagues to deliver excellent services
* **Making a Difference -** We make a positive difference for our communities by being helpful and going the extra mile
* **Delivering Quality Services -** We strive for quality in everything we do, making sure the people of Chorley and South Ribble get the best outcome

**What the successful candidate will have:**

**Qualifications**

* A recent degree in environmental management, sustainability, ecology or related field
* Experience in a Climate / Air Quality / Biodiversity related field is desirable
* A valid UK driving licence and ability to travel to locations throughout the Borough and elsewhere, or have equivalent mobility

**Experience**

* Have some experience of undertaking investigations, enquiries and developing solutions to environmental problems.
* Able to demonstrate skills to effectively coordinate and prioritise tasks across a varied workload
* Computer literate
* Ability to collate, analyse and report data
* Experience of using of GIS systems such as QGIS
* Experience with working in a public facing role and dealing with a diverse audience
* The ability to think flexibly, innovatively and resourcefully to solve problems and create solutions
* Experience of conducting research and using evidence to draw conclusions

**Knowledge**

* Knowledge of current Climate related issues affecting the brough
* To have up to date working knowledge of Climate Change, Air Quality and / or Biodiversity.
* Understanding of the co benefits of climate actions

**Skills & Abilities**

* Excellent communication skills both verbal and written.
* To be able to communicate complex information to a diverse audience in a manner that is easy for them to understand.
* Work with the Team in a positive and constructive manner to achieve results.
* Excellent planning and organisation skills.
* Customer care skills
* Has to be able to operate as part of a team.
* Ability to use own initiative and make decisions
* Ability to communicate both verbally and in writing to all relevant parties / bodies
* Excellent organisational skills and ability to prioritise workload and meet deadlines and targets
* Ability to work under pressure, as a member of a team and independently
* Ability to deal with difficult customers
* Ability to operate within the Councils corporate policies and procedures
* Review plans and work specification and recommend amendments as required
* The ability to fulfil all spoken aspects of the role with confidence through the medium of English language. This includes the ability to converse with ease with customers and colleagues and provide advice in accurate spoken English.

Job Description Reviewed by: Date: July 2025

