­**Job Description**

**Climate Change Officer**

Level - 10

**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 assist with the development and implementation of policies and strategies around the Climate Emergency, Biodiversity, Air Quality and Green Agenda in conjunction with elected members.
* To assist with the development of programmes to deliver the Climate Emergency, Air Quality, Biodiversity and Green Agenda corporate projects in line with approved strategies.
* To support Officers across the Council with the delivery of Climate related projects and monitor progress and achievements
* To support the work of the Climate Emergency Task Group by assisting with the identification of guest speakers, providing officer updates and attendance at the meetings*.*
* To support the preparation of reports for Cabinet, Council, Scrutiny and other Council meetings relating to the Climate Emergency, Biodiversity, Air Quality, Green Agenda Council corporate projects
* To support the preparation, submission and delivery of grant applications with respect to the Climate Emergency, Biodiversity, Air Quality and Green Agenda.
* To support the delivery of any grant funded projects including some financial administration, with regard to the Climate Emergency, Biodiversity, Air Quality and Green Agenda.
* To help to build our network of external partners and community groups as appropriate for the Climate Emergency, Biodiversity, Air Quality and Green Agenda
* To attend evening meetings with Members, Parish Councils, community groups, local residents where necessary to support the work of the Climate Team.
* To assist with the creation and delivery of surveys, monitoring and sampling programmes that support the Climate Emergency, Biodiversity, Air Quality action plans plus coordinating, recording and mapping the results as required.
* 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 Environmental Health 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**

* Degree in environmental or climate related subject or equivalent work-related training and experience
* Experience in a Climate / Air Quality / Biodiversity related field
* A valid UK driving licence and ability to travel to locations throughout the Borough and elsewhere, or have equivalent mobility
* Enhanced DBS (applied and paid for by the Council).

**Experience**

* Have 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
* Experience of partnership working with organisations from the public and private sector
* Experience of working on projects with multiple delivery partners
* Experience of working with elected members, colleagues, community groups and members of the public
* Experience of project management

**Knowledge**

* Knowledge of current Climate related issues affecting the brough
* To have up to date working knowledge of legislation, standards and procedures relating to Climate Change, Air Quality and / or Biodiversity.

**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 and amend and develop relevant service procedures and policies when necessary
* 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: October 2024

