

## Role Description and Employee Specification

We deliver great services to local communities on behalf of their local council. We are owned by the Councils and not shareholders, so we know our priorities and have strong values. At Publica we put people and our communities at the centre of everything.

<b>Job title:</b>	Climate Emergency Officer	<b>Location:</b>	Coleford based
<b>Job group:</b>	Specialist - Level 1	<b>Peer group no:</b>	PG-18
<b>Reports to:</b>	Sustainability Team Leader	<b>Working hours:</b>	37 hours per week
<b>Business World Post number:</b>	TBC	<b>Line management responsibility:</b>	No
		<b>Direct Reports:</b>	None
<b>FTE Salary pro rata:</b>	£22,028 - £24,864	<b>Contract type:</b>	Fixed term contract - other
		Further detail:	2 years
<b>Main purpose of this specific role:</b>	To prepare climate change adaptation and carbon reduction strategies, carry out feasibility studies for projects to reduce carbon emissions. Implement carbon reduction and climate change projects.		
	<b>Generic Job Profile:</b>		
<b>Main Purpose:</b>	<p>The purpose of this role is to:</p> <ul style="list-style-type: none"> <li>• Carry out work as identified in the Climate Emergency Action Plan.</li> <li>• Provide support to the Community Climate Emergency Partnership</li> <li>• Identify and support the development of funding bids for the implementation of Carbon reduction and Climate Change adaptation measures. Working with a range of stakeholders to prepare feasibility's assessments for carbon reduction projects.</li> <li>• Assess and monitor carbon emissions at a range of scales from project to district wide levels.</li> <li>• Review and develop Climate Change and Carbon Management strategies</li> <li>• Provide technical advice and direction to internal and external customers</li> </ul>		

	<ul style="list-style-type: none"> <li>• Apply detailed technical knowledge within an area of expertise and manage sensitive, detailed case or project based work</li> <li>• Meet needs and react to operational demand within prescribed guidelines</li> </ul>
<p><b>Key Responsibilities:</b></p>	<ol style="list-style-type: none"> <li>1. Use detailed, technical knowledge within the subject matter to objectively analyse situations and make decisions</li> <li>2. Input into projects and work with other technical experts</li> <li>3. Attend meetings and interactions as needed</li> <li>4. Analyse problems to determine the best solution</li> <li>5. Engage and interact with customers to meet their needs</li> <li>6. Work within relevant legislation, prescribed policy, procedures and guidelines</li> <li>7. Escalate to senior technical colleagues when necessary</li> <li>8. Carry out duties with discretion, integrity and maintain confidentiality</li> <li>9. Ensure all relevant customer and company information is captured and recorded accurately</li> <li>10. Contribute to delivering the key performance indicators within the role</li> <li>11. Undertake any other duties as reasonably required to do so</li> </ol>
<p><b>General Accountabilities:</b></p>	<ul style="list-style-type: none"> <li>• The post holder is responsible for maintaining a safe working environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment</li> <li>• Work in compliance with the Codes of Conduct, Regulations and policies of Publica</li> <li>• To support the response to a major incident, including taking up a designated role within the emergency management framework</li> <li>• Ensure all relevant customers and company information is captured and recorded accurately</li> </ul>
<p><b>Essential Requirements, Qualifications, Skills and Abilities:</b></p>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Degree or equivalent in relevant subject e.g. Climate Change, geography, Environmental Sciences</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• 1year + experience of working with and supporting community groups and stakeholders</li> <li>• Excellent understanding of Climate Change issues, evidence, perspectives and key targets</li> <li>• Working as part of a team to promote change</li> <li>• Accurate collation of data to inform decision making in an honest and open environment</li> <li>• Promotion of ideas or projects with a range of people with differing perspectives or priorities</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of preparing cost proposals, feasibility studies and tendering documentation</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Management of social media platforms</li> <li>• Data handling and IT skills (preferably including experience of using MS Office, Google and GIS)</li> <li>• Ability to handle a wide range of people with tact and clarity; good negotiation skills</li> <li>• Ability to work pro-actively and independently</li> <li>• Ability to work as a team player and deliver key outcomes</li> <li>• Ability to work independently under pressure and within tight deadlines</li> <li>• Ability to remain calm and confident when dealing with challenging customers and environments</li> <li>• Excellent written and verbal communication skills</li> </ul>
<b>Desirable Requirements, Qualifications, Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Research project in a relevant area</li> <li>• Experience in a similar advocacy role</li> <li>• Working with elected members in a Council setting</li> <li>• Working towards full membership or professional accreditation with a relevant professional body</li> <li>• Knowledge, understanding or experience of project management</li> </ul>
<b>Special Conditions:</b>	<ul style="list-style-type: none"> <li>• There may be a requirement to work at other Publica Group (Support) Ltd and/or client locations to meet the needs of the business</li> <li>• You will be expected to work reasonable additional hours in line with the needs of the service</li> <li>• Ability to travel</li> </ul>
<b>Date reviewed:</b>	17/12/2020
<b>Reviewed by:</b>	Alastair Chapman
<b>Manager job title:</b>	Sustainability Team Leader
<b>Date of issue:</b>	17/12/2020