# Castle Point Borough Council job profile

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| Job title | Senior Climate Action Officer |
| Position number |  |
| Grade | Grade 8 (SCP 32-36) |
| Directorate | Climate and Growth |
| Service | Planning Policy and Climate Action |
| Responsible to | Planning Policy and Climate Action Manager |
| Responsible for | - |
| Date profile last reviewed | 9 July 2024 |

## Job purpose

As part of the Planning Policy and Climate Action Team the Senior Climate Action Officer will be the Council’s lead in terms of developing and delivering the Council’s strategic approach to climate change mitigation and adaptation. This officer will work closely with colleagues across the Council, with partners and with the community to deliver the Council’s targets for organisational and borough wide climate action.

The Senior Climate Action Officer will sit with the Planning Policy Team and will have access to support from that team including support from officers already working on net zero policies and green infrastructure projects. There will also be support from a Service Support Officer.

## Values and accountabilities

**Our values:**

1. **Trust** – our customers, members and colleagues have confidence that we will do what we say.
2. **Respect** – we create trusted and enduring relationships with our customers, colleagues and communities.
3. **Improving and Learning** – we are continuously learning and innovating as we strive to improve our services to need the needs of our customers.
4. **Customer Focus** – we are service-delivery focussed and put the customer at the centre of what we do.

**Corporate accountabilities:**

1. To work with colleagues to achieve service plan objectives and targets
2. To comply with data protection legislation and the council's Information Security Policy
3. To be willing and able to work in a flexible and agile way with regard both to hours of work and location of work, as required, subject to service needs and requirements
4. To design and deliver services that put the customer at the centre of what you do and display a commitment to continuous improvement
5. To participate in performance development, talent reviews and one-to-ones and to contribute to the identification of your own and team development needs and goals
6. To actively promote and comply with the council's diversity and equality policies
7. To ensure full compliance with the Health and Safety at Work Act 1974, the council's Health and Safety Policy and all locally agreed safe methods of work
8. At the discretion of the leadership team, to undertake other activities as, from time to time, may be agreed consistent with the grade and nature of the role
9. To undertake and maintain relevant mandatory training.

**Key service accountabilities**:

1. To be the principal officer developing the Council’s strategy and approach to climate action, including any relevant engagement.
2. To be the principal officer developing the Council’s strategy and approach to green and blue infrastructure, including any relevant engagement.
3. To coordinate the Flood Resilience Forum and any work with partners arising from it.
4. To support the development of policies across the Council which embed climate action.
5. To support the development of projects across the Council to deliver the Climate Action programme.
6. To deliver climate action related projects related to behaviour change and improvements to private properties.
7. To provide technical advice across the Council on climate science and climate change policy.
8. To collect and monitor information in relation to the Council and the Borough’s climate change impacts, and risks, and other data required to meet reporting obligations at a local, regional and national level.
9. To represent the Council at and participate in joint work across South Essex and at the Essex level in relation to climate action matters.
10. To identify opportunities to leverage funding and investment into climate action in Castle Point and securing that funding/ investment.
11. To commission and/or undertake feasibility work to enable the council to bid for and secure investment in climate action related projects.
12. To provide reports for Scrutiny and Cabinet and other meetings of Members as necessary.

## Person specification

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| --- | --- |
| Job title | Senior Climate Action Officer |
| Directorate | Climate and Growth |
| Service | Planning Policy and Climate Action |

### Information for applicants

The person specification provides an outline of the experience, skills and abilities we expect the successful applicant to possess to be successful in the role. You should match your own skills, experience and abilities to those listed below. Tell us in what way you meet the requirements.

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| Method of testing | Weighting |
| 1 = application | 1 = low importance (desirable) |
| 2 = interview | 2 = medium importance (desirable) |
| 3 = assessment tests | 3 = high importance (essential) |

### Requirements for the job

| Key competencies and behaviours | Method of testing | Weighting |
| --- | --- | --- |
| **1. Skills and abilities** | | |
| Ability to present information and write reports for a range of audiences, including elected Members, conveying complex and sometime controversial information and proposals | 1, 2 | 3 |
| Ability to understand and interpret complex data and provide solutions and recommendations to achieve appropriate long-term outcomes | 1, 3 | 3 |
| Well-developed interpersonal skills for persuading, influencing and be able to build relationships and communicate effectively with customers. | 1, 2 | 3 |
| A good level of general IT skills and the ability to use appropriate specialist in-house software packages. | 1, 2 | 3 |
| Able to work under your own initiative, working flexibly and balancing competing demands | 1, 2 | 3 |
| **2. Special knowledge** | | |
| A relevant professional or degree level qualification, or relevant equivalent experience in environmental management, ecology, climate science or related subjects | 1 | 3 |
| Chartered Environmentalist status, or sufficient qualifications and experience to qualify for such status | 1 | 1 |
| Knowledge of the environmental legislation and government policies and targets in relation to climate action and the environment | 1, 2 | 3 |
| Knowledge of best practice in relation to climate action in a local government setting | 1, 2 | 3 |
| **3. Experience** | | |
| Experience of working within a public sector organisation, delivering a similar service | 1, 2 | 2 |
| Significant experience of developing policies related to climate action and/or environmental management | 1, 2 | 3 |
| Significant experience of delivering projects related to climate action and/or environmental management | 1, 2 | 3 |
| Experience of undertaking engagement with stakeholders, businesses or the community | 1, 2 | 2 |
| Experience of successfully preparing and submitting bids for external sources of funding for specific projects | 1, 2 | 1 |
| **4. Other requirements** | | |
| To behave in accordance with our values. | 1,2 | 3 |
| Occasionally attend meetings and/or engagement events off-site and/or in the evenings | 1,2 | 3 |
| **5. Equalities** | | |
| Understanding of and commitment to principles of equality and diversity and compliance with Council policies. | 1,2 | 3 |
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| Recruitment safeguarding | Requirement |
| Is a Disclosure and Barring Service (DBS) check required for this post? Read the Recruitment and Selection Policy for guidance. | No – Not required  ~~Yes – Basic check required~~  ~~Yes - Standard check required~~  ~~Yes – Enhanced check required~~ |
| Is this post politically restricted? | Yes ~~/ No~~ |