

JOB DESCRIPTION

Job Title:

Principal Sustainability &
Climate Change Officer

Post No:

Grade:

HC 8

Directorate

Economy, Communities &
Corporate

Division:

Environment and Place

Section:

Energy and Active Travel

Organisational information:

Responsible to:

Sustainability & Climate Change Manager

Responsible for:

- Sustainability & Climate Change Officer,
- Project & Promotions Officer,
- External contractor and agency staff.

Functional links with:

- Departments and Directorates across Herefordshire Council
- Herefordshire Council Officers working on environmental, energy, highways and transportation.
- Corporate working groups comprising staff from all directorates.
- Local employers and business forums including the Business Travel Network and Business Futures Forum.
- Strategic Partnerships including the Marches Local Enterprise Partnership and Herefordshire Local Nature Partnership.
- Local active travel and environment groups.
- Regional networking groups including the West Midlands Sustainable Development Officers Network and the Midlands Service Improvement Group.
- Government Offices, including BEIS, DfT and MHCLG.
- Residents and the general public.

Main Purpose of Job:

- To project manage numerous active travel, carbon management and environmental awareness projects across the council
- To lead the development and delivery of invest to save initiatives, from initial business case development through to project implementation, in order to reduce the Councils revenue costs
- To promote active travel and develop initiatives aimed at changing travel behaviour and increasing levels of active travel in Herefordshire.
- To manage the Council's corporate energy budget and to develop and deliver energy efficiency projects
- To act as line manager and to co-ordinate project teams comprising staff from other teams and service areas

- To contribute to the development and implementation of corporate strategies, policies and initiatives, including the Carbon Management Plan and Employee Travel Plan
- To actively identify, develop and secure external funding applications
- To manage capital and revenue budgets

Main Responsibilities / Accountabilities:

- To lead the delivery and implementation of the Council's Carbon management Plan and Energy Strategy to minimise energy consumption, reduce CO2 emissions and reduce cost
- To lead the delivery of the Council's active travel programme 'Destination Hereford' to deliver the sustainable transport objectives within the Herefordshire Local Transport plan;
- Develop, coordinate and lead inter-directorate projects and initiatives to improve energy and environmental performance within the Council, including convening & supporting inter directorate working groups
- To develop and co-ordinate the delivery of Business Travel Plans and to support resulting travel action plans
- To lead delivery of Herefordshire's Affordable Warmth Strategy and acting as client officer for the Keep Herefordshire Warmth Service
- To lead the delivery of the Council's Better Ways of Working programme
- To act as the client officer for the Fleet Management annexe in the public realm contract
- To communicate effectively with local media in order to promote sustainable travel
- To co-ordinate delivery of adult and child cycle training to all Herefordshire Schools and residents
- To work with organisations and Council Officers to identify and encourage the provision of sustainable transport infrastructure improvements
- To keep abreast of new energy efficiency and active travel initiatives
- To provide technical and policy advice to the Energy & Active Travel Manager

Job Activities:

- Line management
- The co-ordination and management of project teams.
- Develop financial business cases for energy efficiency, renewable energy and carbon reduction projects.
- Develop, coordinate and submit external grant/loan applications, e.g. DfT and BEIS funding competitions, Salix loans and European funding opportunities on behalf of the Council
- Develop and deliver initiatives and events to promote sustainable travel;
- Providing advice and guidance to help employers to develop Travel Plans, including those required to prepare plans required as a condition of Planning Permission;
- Budget management, including preparation and reporting of regular forecasts on the Council's budget management platform.
- Update, maintain and develop data sets, indicators and performance dashboards in order to manage and report energy consumption, CO2 emissions, modal shift and project performance.
- Present publications and reports for officers, councillors and senior managers
- To interpret new Governmental and regional policies, in relation to sustainable transport, energy conservation, efficiency and generation.
- Attend meetings to represent the Council/team or support other team members at local, regional and national levels as appropriate

Frequency

Other information:	
<u>Disclosure type:</u> standard	
This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.	
Job Holder Name:	Line Manager Name: Richard Vaughan
Job Holder Signature:	Line Manager Signature:
Date:	Date:

Job Information:
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 Principal Energy & Active Travel
Officer

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	ESSENTIAL	METHOD OF ASSESSMENT
Experience	<p>Experience managing and delivering successful projects</p> <p>Excellent understanding of energy management, carbon reduction and sustainable transport</p> <p>Understanding of links between poor housing, poor health and other social problems</p> <p>A successful track record of identifying, developing and securing external funding opportunities</p> <p>Line management / supervisory experience</p>	<p>Application/ Interview/ Presentation</p>
Qualifications and Training	<p>Degree or equivalent professional qualification in a related field</p> <p>Should be able to demonstrate recent and continuing professional and personal self-development</p> <p>Membership of appropriate Professional Body</p> <p>Experience of Microsoft Office applications, including Excel, Web & Powerpoint</p>	<p>Certificates/ Application</p>
Skills and Abilities	<p>Excellent project management and organisation skills</p> <p>Able to demonstrate a working knowledge of national and European funding sources</p>	<p>Application/ Interview/ Presentation</p>

	<p>Excellent written and presentation skills, including being able to write cabinet, board reports and funding bids</p> <p>Work under pressure including to deadlines and circumstances where interruptions may be commonplace</p> <p>Ability to make decisions with confidence under pressure</p> <p>Negotiation and problem solving skills at a strategic and operational level</p> <p>Skills for partnership working, including networking, collaboration and negotiation</p> <p>Ability to express complex situations clearly both in writing and orally, levelled appropriately to the audience</p> <p>Ability to represent the Council in dealing with the public and other stakeholders</p> <p>Be imaginative and innovative</p>	
Other Factors	<p>Can demonstrate a commitment to valuing diversity and challenging discriminatory actions and behaviour</p> <p>The ability and willingness to attend meetings outside normal office hours</p> <p>The ability to travel as required to locations across the County</p>	Interview

<p>Job Holder Name:</p> <p>Job Holder Signature:</p> <p>Date:</p>	<p>Line Manager Name: Richard Vaughan</p> <p>Line Manager Signature:</p> <p>Date:</p>
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Date Person Specification last reviewed: 09.09.2020