

## **JOB DESCRIPTION**

### **Climate Change Officer**

<b>Service area:</b>	<b>Communities and Climate Change</b>
<b>Reports to:</b>	<b>Head of Communities and Climate Change (delegated responsibility to Senior Climate, Nature and Culture Officer)</b>
<b>Responsible for:</b>	<b>N/A</b>
<b>Location:</b>	<b>Leek and Buxton / Agile Working</b>
<b>Work flexibly between various locations:</b>	<b>Yes</b>
<b>Grade:</b>	<b>AG6</b>
<b>Salary range:</b>	<b>Spinal Column Points 25-29 per annum</b>
<b>Car driver:</b>	<b>Yes</b>
<b>Essential/casual:</b>	<b>Essential</b>

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#### **JOB PURPOSE**

- To develop High Peak Borough and Staffordshire Moorlands District Council's strategic approach to addressing climate change.
- To lead on the development and implementation of key actions in relation to climate change.
- To support the Senior Climate, Nature and Culture Officer in driving outcomes against the climate and nature delivery plan across High Peak and Staffordshire Moorlands.

## **JOB DUTIES**

- To coordinate and facilitate the Council's response to the Climate Change agenda with a key focus on internal and external stakeholder engagement and community collaboration.
- To lead both Councils' responses to the climate change emergency.
- To ensure that both Councils have effective strategies, policies and action plans for addressing climate change, promoting sustainability and encouraging biodiversity.
- Work with Elected Members and Council Officers to co-ordinate delivery of both Councils' Climate and Nature strategies and delivery action plans.
- To lead on key actions identified in the Climate and Nature delivery and action plan in relation to climate change and sustainability
- Identify opportunities for the Council and/or other partners (including community groups) to submit bids for external funding, taking the lead on preparing bids where appropriate.
- To lead on promotion and management of the climate and nature fund across both Councils, ensuring robust monitoring and reporting frameworks are in place and delivery is in line with corporate and service objectives.
- Identify, engage with and support relevant networks, groups and forums at local, regional and national levels that assist the Councils to deliver their responses to climate change and sustainability.
- Provide training and advice to other Council services, Elected Members, and local community groups on climate change & sustainability.
- Create and promote internal and external behaviour change to deliver the Councils' commitments to climate change mitigation and adaptation.
- Respond to Government and other consultations on climate change, sustainability and related issues.
- To be responsible for web content updates, developing internal/external publicity linked to the post holders areas of responsibility, as and when required.
- To represent the service at meetings with service users, partners, stakeholders and community groups and to assist in building and sustaining good working relationships fostering participation in decision-making and promoting services
- To produce project progress reports, committee reports, policies or strategies, contract documentation, risk assessments and other related written documentation where appropriate.

- Work to embed community collaboration as a delivery model across SMDC/HPBC.
- Coordinate budget and performance monitoring, including looking to introduce best practice ways of working, supporting value for money approaches to delivery of projects across the Councils and reporting back to Elected Members on progress.
- Manage budgets and raise purchase orders in accordance with financial procedures and provide monitoring reports, evaluations or other financial updates as required.
- To undertake investigation and resolution of routine customer enquiries, complaints and freedom of information requests where required.
- Lead and coordinate the production of bimonthly reporting across the Councils, ensuring Council performance against the Councils delivery and action plans are presented at the Climate and Nature Steering Group.
- Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.
- Deliver an effective and appropriate service to all service users, fairly and without discrimination.
- To deputise for the Senior Climate and Culture Officer as required and undertake any other reasonable work instruction requested by the Senior Climate, Nature and Culture Officer/Head of Service which is commensurate with the post.
- To carry out other such duties which the Head of Communities and Climate Change may from time to time require to maintain the efficient and effective running of the services provided.

## **CORPORATE RESPONSIBILITIES**

- Promote and support the delivery of the Councils Climate Change actions plans, the response to the Councils' declarations of a climate emergency and the delivery of the Councils' biodiversity duty.
- Promote, both Councils' Equalities and Diversity Schemes ensuring that all discrimination is eliminated.
- Promote a safe and healthy working environment including taking responsibility for the health and safety of all staff, elected members, service users and other members of the public, in line with the Councils' Health and Safety at Work Policy.
- Support the Councils' commitment to good environmental management by ensuring the most environmentally friendly use of resources by reducing the amount of business travel by using teleconferencing facilities etc.
- Promote the principles of good customer care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided, including colleagues and elected members.

- Work flexibly in support of colleagues and to undertake any other duties which may reasonably be requested commensurate with the grade for the post.
- Promote and comply with both Council's policies and guidelines on Information Governance and the Data Protection Act.
- Consistently exhibit the behaviours required under the Alliance GROW values and code of conduct.
- Be committed to safeguarding and promoting the welfare of children and young people and vulnerable adults.
- Carry out election duties as required.

## **JOB REQUIREMENTS**

Transport Requirements	Driving required for travel to Alliance locations
Working Patterns	Hours of work as agreed with the line manager. Some out of hours work may be required
Working Conditions	Agile working (with travel to Alliance office locations as required)
Resources Staff/Finance	None.
Physical	Working to planned priorities
DBS	No