

DARLINGTON BOROUGH COUNCIL

ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Sustainability & Climate Change Lead Officer
<u>PAY BAND :</u>	Band 11
<u>JOB EVALUATION NO.</u>	E3539
<u>REPORTING RELATIONSHIP</u>	Head of Planning Policy, Economic Strategy and Environment
<u>JOB PURPOSE :</u>	<p>To be responsible for managing the provision of specialist services to deliver sustainable development, carbon reduction and climate change adaptation across all corporate functions of the Council.</p> <p>Deliver policy and outcomes for the Council on energy management, carbon reduction and sustainability including the formulation of an action plan to meet the carbon neutral aspirations of the Council.</p>
<u>POST NO.</u>	POS008233
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. To contribute to forward direction and service planning, financial management, development of corporate policy, ensuring compliance with statutory European and national requirements, provision of specialist advice and ensuring the effective delivery of a programme of outcomes for the Council.
2. To ensure that the Council meets its statutory requirements and to lead on performance monitoring and reporting.
3. To monitor designated budgets ensuring that the Council achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.
4. Oversee development of the Council's policy on sustainability, carbon reduction and climate change through the development of a Corporate Carbon Management Plan, Sustainability Appraisal, and the Corporate Climate Change Adaptation Strategy.
5. Ensure that corporate plans and strategies comply with EU regulations and national statutory requirements including CO2 emissions reduction targets.

6. Undertake business development to assist in the development of a specialist service to be offered externally to generate income.
7. Support Service Planning and performance management across the different areas of service.
8. Contribute to the management of the Council's utility portfolio (electricity, gas and water) contract and examine opportunities to deliver savings and efficiencies.
9. Manage the provision of specialist assessments including Display Energy Certificates for public buildings, BREEAM assessment of new developments, Sustainability Appraisal of planning documents, and specific planning advice etc.
10. Prepare and present advice, training and reports to members of the Council and represent the service at appropriate committees.
11. To encourage and facilitate carbon reduction across all aspects of the Council's land and buildings including housing stock and new build housing. To support and advise on renewable energy installation.
12. To lead staff awareness/training and behavioural change programmes, along with developing and supporting delivery against a Carbon Reduction Action Plan.
13. To lead the provision of specialist advice on office accommodation and on the development of a DBC New and Refurbished Buildings Policy.
14. To develop a delivery programme to enable the Council to meet its carbon reduction target and its environmental performance requirements.
15. To oversee the provision of specialist advice, appraisals and assessments including Sustainability Appraisal, BREEAM assessments, and climate change risk assessments, Display Energy Certificates, etc.
16. To lead, monitor and report progress against European, national, regional and Council targets and coordinate responses to national and regional consultations.
17. Examine opportunities for funding and lead on funding applications.
18. To maximize engagement with stakeholders on all aspects of sustainability, carbon reduction and climate change adaptation.
19. Support other departments including Private Sector Housing in carrying out projects and activities that reduce fuel poverty and hardship across the borough.
20. To lead and support the development of service level agreements, develop new sources of income, market services to other public and private sector bodies and develop partnerships with private sector companies, etc.
21. The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head of Service.
22. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.

23. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
24. Carry out your role in line with the Council's Equality agenda.
25. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
26. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: August 2019

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ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

PERSON SPECIFICATION

SUSTAINABILITY & CLIMATE CHANGE LEAD OFFICER

POST NO. POS008233

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	Education to degree level or equivalent in a related discipline.		D
2	Post graduate qualification in a related discipline.		D
3	Management qualification.		D
4	Membership of a relevant professional body.		D
5	Technical qualification in BREEAM, Display Energy Certificate Code for Sustainable Homes, or other assessments.		D
	Experience & Knowledge		
6	Experience of managing large and complex projects and working strategically with external organisations.	E	
7	Experience of presenting reports to corporate managers and Partnership Boards.	E	
8	Experience of applying the principals of carbon reduction, climate change adaptation and sustainable development.	E	
9	Understanding of energy management and carbon reduction technologies.	E	
10	Experienced in monitoring budgets and attracting external funding.	E	
11	Approx. 3 years' experience of developing, implementing, monitoring and reviewing policies and procedures	E	
12	Knowledge and understanding of national and international legislation, policy and strategy on Sustainability, Carbon Reduction, Climate Change adaptation and energy management	E	
13	Experience of delivering awareness programmes.		D
14	Experience of Carbon Reduction Commitment, Display Energy Certificates, sustainable construction and other specialist areas.		D
15	Knowledge of utilities management.		D
16	Experience of working in a local authority or equivalent environment.		D
17	Experience of undertaking appraisals and assessments for sustainability and carbon reduction.		D

	Skills		
18	Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports & presentations)	E	
19	IT Literate, capable of using MS Word / Excel and office packages	E	
20	Ability to use appropriate styles and arguments to influence and negotiate satisfactory outcomes	E	
21	Proven ability to undertake effective research	E	
22	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager.	E	
23	Ability to analyse situations and produce effective solutions.	E	
24	Ability to challenge decisions, appropriately to ensure consideration and processes are robust	E	
25	Ability to regularly give advice and guidance, including demonstrating duties, instructing and checking the work of others	E	
	Personal Attributes		
26	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet strict deadlines	E	
27	Flexible approach to working time arrangements to meet service requirements	E	
28	Access to reliable transport in order to carry out the travelling requirements of the post.	E	
29	Ability to work successfully as part of a team	E	
30	Personal commitment to the principles of sustainable development and carbon reduction.		D