

**Northumberland County Council  
JOB DESCRIPTION**

<b>Post Title:</b> Climate Change Intern	<b>Director/Service/Sector:</b> Climate Change, Business Intelligence and Corporate Performance		<b>Office Use</b>
<b>Grade:</b> Band 3	<b>Workplace:</b> Climate Change Team		<b>JE ref:</b> 3835 <b>HRMS ref:</b>
<b>Responsible to:</b> Senior Climate Change and Sustainability Manager	<b>Date:</b> April 2021	<b>Manager Level:</b>	
<b>Job Purpose:</b>			
<p>This role is part of the Council's Climate Change Team.</p> <p>The team is part of the Council's Climate Change, Business Intelligence and Corporate Performance service area. The purpose of the Climate Change team is to support the identification and delivery of the projects required to help the council achieve its net zero commitment, as set out in the Climate Change Action Plan (<a href="http://www.northumberland.gov.uk/climateactionplan">www.northumberland.gov.uk/climateactionplan</a>).</p> <p>This will involve supporting projects, undertaking detailed data analysis, providing written reports, investigating key action areas and recommending interventions.</p>			
<b>Resources</b>	Staff	None	
	Finance	None	
	Physical	Day to day responsibility for allocated resources, PC, office equipment etc.	
	Clients	Public, NCC employees and external partnerships (Borderlands, NoTCA, NFRS).	
<b>Duties and key result areas:</b>			
<ol style="list-style-type: none"> <li>1. Apply business intelligence, data analysis, project management and climate change knowledge and skills.</li> <li>2. Support the preparation and presentation of complex information in a clear and compelling way.</li> <li>3. Support the development of the plans needed to deliver the council's climate action plan.</li> <li>4. Provide written recommendations on interventions needed to achieve corporate targets.</li> <li>5. Help to apply insights developed through Business Intelligence to support behavioural change.</li> <li>6. Help to identify and resolve issues relating to data quality and standards.</li> <li>7. To work in partnership with colleagues working as part of the Business Intelligence Community of Practice.</li> <li>8. Active participation in the council's performance management framework.</li> <li>9. Other duties appropriate to the nature, level and grade of the post.</li> </ol>			
<b>Work Arrangements</b>			
Transport requirements: Working patterns: Working conditions:	Predominately office based with little need to travel outside of County Hall. However, if necessary, must be able to meet the transport requirements of the post. 37 hours per week, flexible.		

Northumberland County Council  
**PERSON SPECIFICATION**

<b>Post Title:</b> Communications Intern	<b>Director/Service/Sector:</b> Performance Group	Ref: 3835
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
<ul style="list-style-type: none"> <li>● NVQ Level 3 or equivalent</li> <li>● Awaiting results of a degree/professional qualification</li> <li>● Knowledge of Climate Change, Data Science, Project Management or similar supportive discipline</li> </ul>	<ul style="list-style-type: none"> <li>● Knowledge of how local government works and the challenges facing it.</li> </ul>	
<b>Experience</b>		
<ul style="list-style-type: none"> <li>● Practical experience in climate change, environmental science, data analysis.</li> <li>● An understanding of developing and projects, plans and predicting outcomes</li> <li>● Developing and implementing project plans.</li> <li>● Independent working and holding to deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of delivering a climate change or environmental initiative.</li> </ul>	
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>● Ability to communicate both orally and in writing to a wide range of audiences.</li> <li>● The ability to convert complex issues into clear, understandable information.</li> <li>● The ability to write in plain English to a high standard.</li> <li>● IT Literate, capable of using MS Word / Excel / MS Powerpoint and office packages</li> <li>● Able to work under pressure, to establish priorities and meet deadlines</li> <li>● Ability to deal confidently with a wide range of people</li> <li>● Ability to present information clearly and concisely</li> <li>● Ability to be self-motivated, to use initiative and to work as part of a team.</li> </ul>		
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>● The work can be demanding. Candidates must possess the necessary commitment and stamina to cope with the challenge of the workload.</li> <li>● The post holder must be able to work well under pressure and be able to meet daily and weekly deadlines</li> </ul>		

<ul style="list-style-type: none"> <li>• The post holder will be required to use initiative and self-direct work at times.</li> <li>• The role will require that the post holder is, when appropriate, able to challenge constructively existing ideas and practices</li> </ul>		
<b>Other</b>		
<ul style="list-style-type: none"> <li>• Ability to meet the transport requirements of the post.</li> </ul>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits