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| JOB TITLE: | Net Zero Project Officer | | |
| GRADE: | Grade 8 | SERVICE AREA: | Healthy Spaces and Environment |
| JOB CODE: | EEC92NZPOG8 | | |
| REPORTS TO: | Climate Change Programme Manager | LOCATION: | 200 Pelsall Road Brownhills Walsall WS8 7EN |
| SPECIAL CONDITIONS: | To deliver and/or attend events outside of normal working hours and at weekends. | | |

1. Main purpose of the job role:

- To co-ordinate education, training, awareness raising and engagement activity across the borough of Walsall including internal and external stakeholders, on climate change issues.
- The post will support the delivery of the Net Zero Action Plan and help the council to achieve ambitious carbon reduction and environmental targets. This will include a range of projects to improve the council's climate change performance.
- The post holder will work with stakeholders from across the borough to develop and deliver a range of projects to reduce greenhouse gas emissions from buildings, transport, business, and commerce.
- To monitor and report on project performance against targets and to communicate climate change issues to internal and external stakeholders.

2. Role specific duties and accountabilities:

- Research and analyse technical and policy information on climate change to support the council's response to secure reductions in GHG emissions and promote adaptation and resilience. This includes understanding and interpreting policy information and applying it to local circumstances.
- The development of project plans including researching, preparing costings, identifying milestones, assessing risks, and undertaking monitoring, evaluation and reporting of project performance.
- To secure external funding for projects and to manage budgets in line with council financial regulations and protocols.
- To assist the Climate Change Programme Manager evaluate and commission services from external providers.

- Deliver specific projects arising from the Net Zero Action Plan. This could include projects relating to energy efficiency and the use of renewable energy (for housing, transport, business and commerce).
- Ensure timely decision making to facilitate project delivery, including writing papers for relevant committees when required.
- Support the Climate Change Programme Manager review, update, and report progress on the Net Zero Action Plan to relevant committees.
- Support the development and administration of internal and external project boards to ensure stakeholders are engaged in delivering the actions and outcomes.
- Provide information on Net Zero and climate change to a range of audiences using presentations, reports, website, newsletters, and using appropriate forms of communication based on the target audience (including social media platforms).
- To develop, deliver, monitor, and evaluate 'behaviour change' projects to deliver Net Zero.
- To assist with the collation analysis and interpretation of data and ensure the appropriate performance management systems are in place.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within their areas of responsibility.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



| JOB TITLE | GRADE | |
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| Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively. | Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T | WEIGHT CODE shows relative importance Low=1 Medium=2 High=3 |
| Behaviours: refer to corporate behaviours document | | |
| Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours. | A/I | 3 |
| Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas. | Not Applicable | |
| Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality. | A/I | 3 |
| Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve. | A/I | 3 |
| Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust. | A/I | 3 |
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| Abilities/Skills: (refer to JE guidance document) | | |
| The ability to investigate and review project options and determine the more appropriate solution for local circumstances. | A/I | 3 |
| Ability to explore and evaluate policy options. | A/I | 2 |
| Ability to meet deadlines, to prioritise workloads and progress work under own initiative with minimum supervision. | A/I | 3 |
| IT skills including the use of MS packages for spreadsheets, databases, word processing and presentation, plus competence using the internet. | A/I | 3 |
| Ability to analyse, interpret and present data, including financial data, in appropriate forms. | A/I | 3 |
| Confidence and persuasiveness in presenting information, both orally and in writing, adapting the content to range of different audiences. | A/I | 3 |
| Ability to build relationships to support partnership and collaborative working. | A/I | 3 |
| Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any. | | |
| Good knowledge and understanding of climate change and sustainability policy. | A/I | 3 |
| Good understanding of the technical aspects of climate change (e.g. energy efficiency, renewable energy and transport) | A/I | 3 |

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| Good understanding of the impact of individual behavioural responses required to achieve Net Zero. | A/I | 3 |
| Proven ability to research, develop, deliver, monitor, and evaluate projects. | A/I | 3 |
| Understanding of action planning processes and able to achieve results with minimum of supervision. | A/I | 2 |
| Knowledge of external funding mechanisms and financial management | A/I | 2 |
| Good understanding of how local government works. | A/I | 2 |
| Proven experience of working effectively within a team. | A/I | 2 |
| Evidence of continuous professional development. | A/I | 2 |
| Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience. | | |
| Degree in a relevant subject (e.g. sustainable development). | A | |
| Other Essential Requirements | | |
| An awareness of, and commitment to, equality of opportunity. | I | 3 |
| Awareness of, and commitment to, confidentiality and handling data. | I | 3 |
| Ability to travel around the borough. | I | 3 |
| Willing and able to work outside of office hours to meet the needs of the service. | I | 3 |
| Prepared by: | Pat Fleming | Date: 18/08/2023 |