

Sustainability & Climate Change Officer

Role Profile

Service: Strategic Growth
Band: Band 8
Reporting to: Principal Sustainability and Climate Change Officer
Responsible for: No direct reports



TRAFFORD
COUNCIL

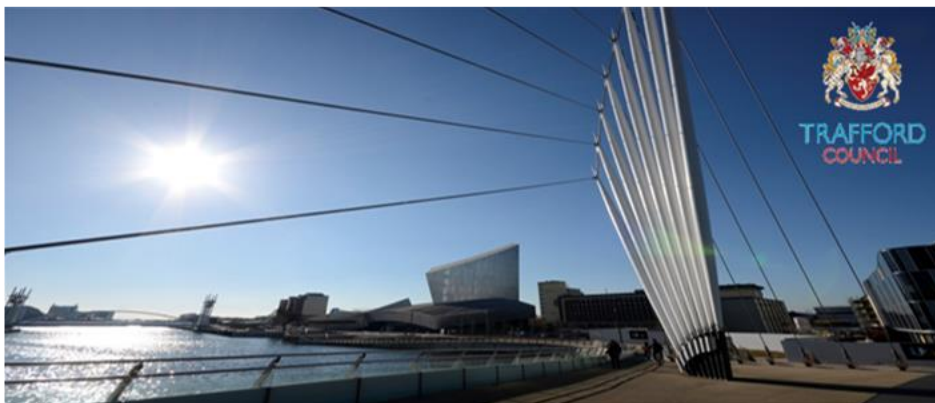
About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities prosper

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Overview

Trafford Council has declared a Climate Emergency and is committed to Addressing the Climate Crisis as one of its three priorities, with a target to become a carbon neutral by 2038. Sitting within the Growth, Communities and Housing Service, the Sustainability & Climate Change function leads the coordination of this priority.

Your Main Priorities

- Supporting the Principal Sustainability and Climate Change Officer in developing, implementing and maintaining a range of policy, strategy and projects to meet sustainability, climate change, clean air and green infrastructure requirements.
- Leading on the development and implementation of sustainability and climate change projects appropriate to the grade.

Key duties

- Supporting the development and implementation of a range of Sustainability and Climate Change policy, strategy and project initiatives; including the Trafford's Carbon Neutral Action Plan and Service Delivery plans, Local Area Energy Plan, Public Estate Decarbonisation, District Energy Networks, Community Energy and Net Zero Carbon Trafford Park.
- Supporting the structures that enable the development and delivery of Trafford's Carbon Neutral Action Plan; including but not limited to the external Trafford Climate Emergency and Air Quality Commission and internal Climate Crisis Officer group.
- Developing, implementing and maintaining systems that manage the Council's environmental impacts and enable continuous improvement.
- Developing and maintaining up-to-date knowledge of relevant legislation, current policy and practice and professional expertise relating to Sustainability and Climate Change issues.

- Working in partnership and maintaining excellent working relationships with a wide range of internal and external stakeholders; including Council staff and contractors, Greater Manchester local authorities, private, public and community organisations.
- Working collaboratively with Council Services on the preparation and delivery of the GM Clean Air Plan and Local Plan policies and initiatives.
- Supporting the Principal Officer in providing appropriate advice and briefings to the Head of Service, Corporate Director, Corporate Leadership Team, Executive Member and Executive on a range of issues as required.
- Preparing clear and concise briefing papers and reports to support senior officers and Members.
- Identifying and supporting the submission and monitoring of funding bids.
- Assisting in the evaluation and formal responses to statutory and other consultations; including providing advice on planning applications in respect to sustainability and land use issues, and preparing reports as required.
- Attending virtual and in-person internal and external meetings as required, representing the Council at regional, sub-regional and local groups, and deputising for the Principal Sustainability & Climate Change Officer when required.
- Undertaking training and attending professional seminars appropriate to the role for the purpose of achieving continuous professional development.
- Leading on the development and implementation of projects.
- Undertaking other such duties as required commensurate with the grade of the post.

About You

Qualifications and Professional Development

- Degree or equivalent professional qualification in a related subject
- Evidence of continuing relevant professional development

Experience and Knowledge

- At least 3 years' previous experience working in a similar environment
- Experience of collaborative working and building excellent working relationships with teams, senior manager, Members, and external stakeholders to achieve shared objectives
- Experience of project management, and developing and implementing policies and strategies

- Knowledge and understanding of the principles of climate change and sustainability and how they impact on the social, economic and environmental aspects of the community
- Knowledge of climate change and sustainability policies, measures and initiatives
- Knowledge of the environmental impacts associated in delivering a range of local authority services
- Experience of preparing reports and presenting complex information in a format that is clear to non-specialists
- ICT competent and proven experience using various software, including Microsoft Office (Word, Excel, PowerPoint and MS Teams)

Skills and abilities

- Excellent written and verbal communication skills
- Ability to work flexibly using own initiative, managing competing priorities and producing high quality work to tight deadlines
- Analytical skills; researching and interpreting key data, and presenting clear analysis and conclusions to support decision making processes
- Problem-solving skills; dissecting information/issues into their component parts to find a timely solution
- Effective planning and organisation skills
- Customer-focused approach and delivering high standards of service
- Ability to review, reflect and use learning to inform future work and embed continuous improvement

Special Conditions

- Willingness and availability to undertake occasional work and attendance at Committee and other meetings outside normal working hours

Date prepared/revised	New role profile – 23/03/2023
Prepared/revised by	J Tweed / R Pollard
Job Evaluation	21/03/2023

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.
To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.