
Recruitment information

Job description and person specification

Your title	Climate Change Project Support Officer
DBS check	This post will not require a DBS
Post number	TBC
Your team	Policy and Performance
You would be based	Civic Offices, Esher, Surrey
Your line manager	Climate Change Programme Lead

About the role

You will be part of the Policy team, which is within the council's Policy and Performance service area. The wider team has responsibility for a broad range of areas including communications, community safety, overview and scrutiny, strategic planning cycle, performance monitoring, economic development, strategic-level consultation, HR, learning and development, health and wellbeing and business improvement.

As the Climate Change Project Support Officer, you will support us by assisting in the planning and delivery of a range of climate change projects.

The main purpose of the role:

- Assist in the planning and delivery of the council's environmental projects.
- Encourage collective involvement in initiatives, promote local ownership and work to sustain community projects.
- Assist in supporting internal culture change projects that help us achieve our climate change targets.

Specific duties and responsibilities

This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken. This job description may therefore be amended in consultation with the postholder.

1. To support the Climate Change Programme Lead in the delivery of the Carbon Management and Reduction Plan.
2. Assist in the development of community environmental projects.
3. Provide administration support for climate change projects
4. Work with the wider organisation supporting the delivery of our climate change projects
5. Collect and collate updates from climate change projects.
6. Work with the internal culture change group to help support our climate change objectives.

7. Provide research for climate change initiatives
 8. Support the wider Policy & Performance team on their climate change initiatives
 9. Any other work required and as directed within the confines of the existing grading and post.
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What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

**Insert title: Climate Change
Project Support Officer
Team: Policy & Performance
Salary: SO1 – SO2 (£33,016 -
£38,115)**

**Post no: TBC
Hours: 36
Car allowance: C4 Occasional
car user**

Qualifications and education

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
1	Education to relevant degree level (or equivalent)	E	A
2	Project management qualification, or equivalent experience	D	A/I

Experience

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
3	Experience of teamwork	E	A/I
4	Project administration experience	D	A/I
5	Conducting research and analysis	E	A/I/T

Knowledge, skills, strengths and abilities

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
6	Excellent organisational skills	E	A/I
7	Able to use a variety of communications tools	E	A/T/I
8	Political sensitivity	D	A/I
9	Thrives on learning and development	E	A/I

10	Able to work to deadlines and deliver under pressure	E	A/T/I
11	Good IT skills (preferably Office 365)	E	A/I/T
12	Problem solving and evaluation skills	E	A/T/I
13	Flexible and adaptable working style	E	A/I

Special requirements

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
14	Able to attend evening meetings and other meetings as required	E	A
15	Access to a vehicle for visits throughout the Borough	D	A
16	Able to attend internal and external training	E	A