



## **RUTLAND COUNTY COUNCIL**

### **JOB DESCRIPTION**

**Position Title:** Sustainability and Climate Change Officer

**Grade:** PO2

**Directorate:** Places

**Department:** Environment and Sustainability

**Responsible to:** Head of Environment and Sustainability

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#### **Purpose of the Job:**

To lead on the on-going development and delivery of a sustainability strategy to achieve climate change and sustainability ambitions in Rutland. To lead the organisation in developing and implementing initiatives to deliver sustainability outcomes including reduction in carbon emissions, local area energy plans, biodiversity net gain and local nature recovery.

To develop and co-ordinate delivery of an action plan for the Council to embed sustainability at the heart of what we do and promote the Council's sustainability strategy and carbon reduction targets by collaborating with members and teams across the Council to secure buy-in to the necessary changes needed to assist the Council in achieving its ambitions.

#### **Main Responsibilities:**

##### **1) Culture and Behaviour Change in the Council and Rutland Community**

- a) To play a leading role in creating organisational culture change by driving innovation, service transformation and continuous improvement in the environmental and zero carbon agendas.
- b) To provide leadership to bring partners and stakeholders together to embed sustainability at the heart of what we do.
- c) Develop staff awareness and promote a culture of commitment to the Sustainability Strategy through the development of training programs and inductions, reporting and monitoring performance.
- d) To seek opportunities to influence behaviour change of our residents and businesses to achieve carbon neutrality and increase biodiversity.



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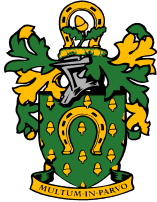
- e) To represent the Council on sustainability issues at local and regional levels to influence strategies and policies and to maximise opportunities for collaboration with partners to reduce carbon emissions, increase biodiversity and local nature recovery in the County.

### **2) Sustainability and Climate Change**

- a) To lead on the on-going development and delivery of a sustainability and climate change strategy to achieve climate change and sustainability ambitions in Rutland including carbon reductions.
- b) To use negotiation, persuasion and influencing skills to engage key stakeholders in order to develop and deliver a robust work plan of carbon reduction related projects and to gain political commitments enabling delivery of these.
- c) To be responsible for the development, co-ordination, implementation and evaluation of Rutland's environmental management activities to achieve reductions in carbon emissions.
- d) Provide technical advice in a variety of formats e.g. written reports, presentations etc., to Schools, the general public, local businesses, officers and Members of the Council to support climate change adaptation and mitigation measures.
- e) To provide specialist technical support in identifying energy savings opportunities across the Council and to implement energy efficient solutions to help the Council achieve its long-term target of reducing energy consumption and carbon emissions.
- f) To collaborate with partners and stakeholders in implementing projects that will deliver positive outcomes for climate change including mitigation and adaptation measures and nature-based solutions and ecosystem services.
- g) Develop funding applications for carbon reduction activities and oversee the delivery of any successful bids including the supervision of contractors in accordance with Council requirements.
- h) Develop and co-ordinate delivery of Local Area Energy Plans for Rutland.

### **3) Local Nature Recovery (LNR) and Biodiversity Net Gain (BNG)**

- a) To lead on the development of the Local Nature Recovery Strategy and implement a portfolio of projects that will contribute to significant nature recovery in and beyond Rutland for the benefit of biodiversity and people.



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- b) Deliver a work programme to ensure the objectives of LNRS are met and to increase biodiversity and ensure local nature recovery.
- c) Engage with landowners, farmers, land managers and specialist advisors to identify opportunities to enhance the nature network, including the opportunities provided by BNG.
- d) Encourage community engagement with nature recovery, supporting the work of local groups, promoting community wildlife plans and signposting groups to funding opportunities.
- e) To support the Council in developing its Planning Service to become an exemplar in natural and biodiversity net gains.
- f) Duty to prepare an Action plan for biodiversity, what more can we do with our own land, working with property on land open space, grounds verges, highways etc
- g) To engage with the Leicestershire and Rutland Environmental Records Centre in line with MoU with Leicester County Council on Ecological Planning advice, BNG and Natural Environment Records. To report data and evidence to support the work under the MoU and to support performance management of the contract.
- h) To work with planning colleagues on national and strategic infra-structure projects.
- i) Support policy development to achieve targets in BNG and to Collaborate to identify and develop improvements to the processes involved in the delivery of ecological advice, including Biodiversity Net Gain, within the planning system.

### **4) Record Keeping & Information Management**

- a) Establish a baseline position using existing data and carry out audits, monitoring and assessments relating to environment work.
- b) Liaise with all partners related to the project and provide specific data and analysis.
- c) Make recommendations and produce reports in relation to potential savings and utility consumption levels as well as other environmental impacts e.g. CO<sub>2</sub> variance.
- d) Provide interpretation/assessment of technical documents and reports, identify their likely implications and make recommendations for appropriate course of action.



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- e) Record and maintain data in relation to sustainability and carbon emissions data.
- f) To provide reports on carbon emissions to meet statutory and corporate reporting requirements for Rutland.
- g) Develop system and data recording on BNG and to help performance tool and manage all reporting, evaluation, communications, and evidence systems and ensure timely reporting to Members, LNRS & Biodiversity Net Gain (BNG) groups to meet statutory requirements.
- h) Planning application target recording on BNG.....what system are we going to use to record the data

### **Other Duties**

- a. Deal with emergencies and planned events outside normal working hours as required.
- b. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
- c. Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

### **Behaviours and outcomes:**

To be a role model for the One Council ethos and values.

Respond to pressure and change – flexible and adaptable to sustain performance.

Build and manage relationships, share knowledge and skills to deliver shared goals.

Actively support new initiatives and try different ways of doing things.



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### Dimensions:

No line management or budget responsibility

### JOB REQUIREMENTS

#### QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
GCSE Maths/English or equivalent	A/D
A Degree or equivalent in relevant subject, for example, Climate Change, Geography, Environmental Sciences	A/D

Desirable	Method of Assessment *
Member of IEMA, CIEEM, CIWM or similar	A/D

#### EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
An excellent understanding of Climate Change issues, evidence, perspectives and key targets	A/I
Knowledge and understanding of successful approaches to managing conservation.	A/I
Experience of working with and supporting community groups and stakeholders	A/I
Knowledge and understanding of project management approaches and their uses in medium- and long-term projects	A/I
A track record promoting ideas or projects with a range of people with differing perspectives or priorities	A/I
Experience of computerised systems and their applications	A/I
An ability to develop innovative concepts	A/I



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Knowledge and understanding of the processes and criteria for accessing external funding programmes i.e. BEIS government grants.	A/I
Experience of submitting grant claim information and compiling audit evidence of grant funded Programmes.	A/I

Desirable	Method of Assessment *
Demonstrable experience in delivering habitat restoration, enhancement, and creation programmes.	A/I
Experience in project management	A/I
Experience of computerised systems, including modelling techniques	A/I
Experience of environmental performance auditing and reporting	A/I

### **SKILLS**

Essential	Method of Assessment *
An enthusiasm for tackling fuel poverty issues and supporting the Council's ambitions for net zero.	A/I
The ability to take an enthusiastic and proactive approach to work	A/I
Clear communication skills with which to assist the public/developers and consultants.	A/I
Ability to work effectively with multi-sector partnerships.	A/I
An ability to negotiate and consult with interested parties.	A/I
Good numerical skills with which to undertake measurements and prepare statutory returns	A/I
Good report writing skills	A/I
Able to work effectively on an individual basis, but as a member of a team when required.	A/I



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Flexible approach, yet able to meet deadlines and prioritise.	A/I
Excellent organisation skills	A/I
Research and Analysis skills	A/I

### EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

### OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I
Driving License valid for UK	A/D

\* **A = Application Form**    **D = Documentary evidence**    **I = Interview**    **T = Test**

## STRUCTURE

**NOTE:** These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
30.05.24	New	Angie Culleton – Head of Environment and Sustainability