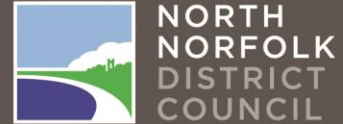


# JOB DESCRIPTION



## Climate Change Project Officer (Post 2372)

### Service Area

Economic and Community Development

### Manager/Team Leader

Environmental Policy Manager

### Direct reports

N/A

### Total Managed

N/A

### Purpose of the Role

- To identify, initiate, develop and help implement environmental projects in line with the Council's Environmental Charter, working closely with elected members, other Council services, voluntary groups partners and the wider community.
- To coordinate and manage relationships which benefit and generate positive outcomes for local communities.
- To encourage collective involvement in initiatives, promote local ownership and work to sustain community projects.
- To build confidence and capacity in communities; encouraging civic pride and boosting resilience.

### Key Result Areas

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 plan, develop and manage community environmental projects, often in partnership with others.
2. Engage communities and coordinate activities that assist with the achievement of the Council's environmental objectives such as the Council's 110,000 Tree Planting pledge.
3. To ensure the effective management of available resources, and seek to bring in external resources wherever possible.
4. To work with colleagues and partners wherever possible in order to maximise resources and avoid duplication.

5. To represent NNDC at meetings and events as directed.
6. To work closely with and support NNDC's elected members as community leaders, offer support and guidance to empower them and the residents they represent.
7. To build capacity and confidence with residents and community groups – provide professional advice when required and attend meetings as appropriate.
8. To organise and facilitate public meetings as required.
9. To establish and sustain positive and productive working relationships with partners and stakeholders.
10. To adopt an intelligence and evidence based approach to working, both internally and externally.
11. To communicate clearly, effectively and appropriately to a wide range of target audiences, taking into account different levels of understanding and experience.
12. To monitor outcomes, work to deadlines and communicate successes and achievements to stakeholders, including residents, community groups and elected members.
11. To take responsibility for your own Health and Safety at work and that of other persons who may be affected by your actions.
12. Any other work required and as directed within the confines of the existing grading and post.

# PERSON SPECIFICATION



**NORTH  
NORFOLK  
DISTRICT  
COUNCIL**

<b>Climate Change Project Officer (Post 2372)</b>				
		<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
<b>Experience/ Knowledge</b>	Experienced and confident communicator	✓		<b>Appl Form/ Interview</b>
	Experience of partnership and collaborative working	✓		<b>Appl Form/ Interview</b>
	Experience in building and sustaining positive working relationships in different sectors		✓	<b>Appl Form/ Interview</b>
	Track record of project delivery against targets, improving services and achieving desired outcomes	✓		<b>Appl Form/ Interview</b>
	Experience of working autonomously, as well as within a team	✓		<b>Appl Form/ Interview</b>
	Experience working on climate change, carbon reduction or environmental projects.		✓	<b>Appl Form/ Interview</b>
	Experience of being involved in stakeholder engagement including attendance at external events		✓	<b>Appl Form/ Interview</b>
	Experience of working with local communities involved the delivery of plans and projects.		✓	<b>Appl Form/ Interview</b>
<b>Qualifications</b>	Educated to A-level, Btec or NVQ level 3	✓		<b>Application Form</b>
<b>Skills</b>	Able to develop and deliver effective partnerships/collaborative working methods	✓		<b>Appl Form/ Interview</b>
	Competent user of IT, including Microsoft Office, internet and social media	✓		<b>Appl form/ Interview</b>
	Able to analyse and present mildly complex information to a variety of audiences in a clear and understandable way	✓		<b>Appl form/ Interview</b>
	Able to relate to and engage with customers, councillors and partners			

	Able to work to competing demands and prioritise workload accordingly			
	Able to remain solution focussed, particularly when challenged			
<b>Aptitude and Disposition</b>	Excellent standard of customer service	✓		<b>Appl Form/ Interview</b>
	Self-motivated with a consistently positive attitude			
	Self-aware, willing to learn and develop	✓		<b>Appl Form/ Interview</b>
<b>Personal Circumstances</b>	Qualified to drive or has access on a daily basis to personal transport	✓		<b>Application Form</b>
	Able to work outside normal working hours	✓		<b>Interview</b>