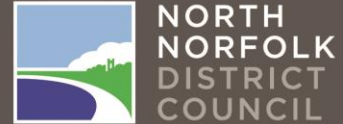


JOB DESCRIPTION



Environmental Policy Officer (Post 2371)

Service Area

Economic and Community Development

Manager/Team Leader

Head of Economic and Community Development

Direct reports

1

Total Managed

1

Purpose of the Role

- To be the Council's lead policy advisor on all environmental policy/sustainable development issues and the Council's Policy objectives, providing specialist advice to officers and Members.
- Responsible and accountable for developing and delivering plans and projects, working with local communities and key stakeholders.
- To lead on the formulation, implementation, monitoring and review of the Environmental Charter and Action Plan.
- Accountable for the delivery of the Council's Environmental objectives and Corporate Environmental Strategy in line with the Corporate Plan.
- To gather, analyse and report on appropriate environmental-based data.
- To promote environmental initiatives within the wider community and amongst local businesses.

Key Result Areas

1. Provide advice and guidance on sustainability to the Council, its partners, stakeholders and the community.
2. Responsible and accountable for the development, implementation, monitoring and review of the corporate environmental strategy, environmental charter and implementation plan.
3. Facilitate and support the implementation of key projects identified in the plan across the Council and District.
4. To facilitate stakeholder engagement and community involvement in environment policy and related initiatives, using appropriate techniques via the Environment Forum and other suitable arrangements
5. Research, analyse, report and publish information relating to environmental sustainability and climate change, including local and national climate change performance indicators and targets.

6. Provide technical advice regarding energy conservation, renewable energy, resource conservation and related matters to other officers within the Council
7. Responsibility for the formulation, implementation and monitoring of the Council's environmental sustainability policies, supporting corporate initiatives and providing community leadership in the application of sustainable development policy and practice.
8. Advise developers, agents, parish and town councils, interest groups and other stakeholders on projects, plans and initiatives that affect the environmental sustainability of the District and the Council's policy with respect to sustainable development
9. Lead and coordinate the Council's response to plans, projects and initiatives in relation to environmental sustainability and climate change.
9. Represent the Council on relevant external bodies and groups.
10. Prepare reports and attend meetings of the Council's Committees, Working Groups etc., as appropriate.
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**

Environmental Policy Officer (Post 2371)				
		Essential	Desirable	How Identified
Experience/ Knowledge	Knowledge of environmental sustainability, climate change and related matters	✓		Appl Form/ Interview
	Ability to understand, analyse, interpret and report on relevant technical information.	✓		Appl Form/ Interview
	Experience of working with IT and GIS systems to support the evidence base required in the development, application, monitoring and review of sustainable development and related policies and objectives.		✓	Appl Form/ Interview
	Knowledge and understanding of local government - particularly in relation to the role of the Council as a community leader.	✓		Appl Form/ Interview
	Technical knowledge in the following areas: energy/resource efficiency, sustainable construction, renewable energy.	✓		Appl Form/ Interview
	Experience working on climate change, carbon reduction or environmental projects.	✓		Appl Form/ Interview
	Stakeholder engagement and facilitation skills and experience.	✓		Appl Form/ Interview
	Experience of working with local communities in the delivery of plans and projects.	✓		Appl Form/ Interview
	A sound understanding of land use planning and development.		✓	Appl Form/ Interview
	Experience of developing projects from inception to completion.	✓		Appl Form/ Interview
	Qualifications	Relevant degree or equivalent experience.	✓	
Membership of an appropriate body			✓	Application Form

Skills	Excellent report writing and presentation skills and an ability to communicate key messages to a wide audience.	✓		Appl Form/ Interview
	Diplomacy and political acumen	✓		Appl form/ Interview
	Competent user of IT, including Microsoft Office, internet and social media	✓		Appl form/ Interview
	Good negotiating and influencing skills, with the confidence to influence others.	✓		Appl form/ Interview
Aptitude and Disposition	Able to develop productive working relations with colleagues, councillors, community representatives and external partners to achieve solutions.	✓		Appl Form/ Interview
	Ability to work alone on own initiative or as a member of a team or group.	✓		Appl Form/ Interview
Personal Circumstances	Qualified to drive or has access on a daily basis to personal transport	✓		Application Form
	Able to work outside normal working hours	✓		Interview