

<b>Designation:</b>	<b>Carbon Neutral Project Officer</b>
<b>Grade:</b>	<b>Stroud 6</b>
<b>Hours:</b>	<b>37</b>
<b>Location:</b>	Ebley Mill
<b>Job Purpose:</b>	<b>To facilitate in the development and implementation of the Council's response to the target of becoming a Carbon Neutral district by 2030</b>
<b>Responsible to:</b>	<b>Director of Development Services</b>
<b>Responsible for:</b>	<b>Work of a project nature with no direct line management</b>

### KEY DUTIES

- Working in partnership with a range of stakeholders to develop and oversee the implementation of both the Council's ambition for the District to be carbon neutral by 2030 and the Council's approach to adapting to a changing climate.
- To maintain an up to date knowledge of approaches to energy, sustainability and climate change, provide data insight and analysis and provide briefings for decision makers as required.
- Provide specialist advice to colleagues to enable sustainable development, carbon minimisation and climate change adaptation to be built into all Council plans and strategies.
- To contribute to initiatives that help raise the Council's profile in leading on climate change action.
- Work with a range of stakeholders to prepare feasibility assessments for identified Carbon reduction projects.
- Work with GFirst/LEP and others to establish sources of funding for carbon reduction and community engagement projects.
- Investigate options for investing in renewable energy generating or storage within the district.

### SKILLS AND KNOWLEDGE

- Excellent communication skills both verbal and written with the ability to effectively communicate with a range of stakeholders including householders, business owners, councillors, voluntary sector and public sector.
- An understanding of administrative processes and systems
- Ability to manage own time and workload
- IT literate
- Experience of working with the public

- Possess a suitable and appropriate recognised qualification in a subject relevant to the role
- Experience of working in this specialist area of low carbon technology

### **COMPLEXITY AND CREATIVITY**

- Work which requires creative and innovative input in a number of diverse subjects and range of expertise where the opportunity and need for imaginative thinking is not limited by defined policies

### **JUDGEMENT AND DECISIONS**

- Work is to be carried out within a programme which will require the use of discretion in a range of areas where there is a wide range of choices and advice is not normally available and policies and procedures provide only general guidance.
- Decisions which have a material effect on the internal operations of the posts own or other departments and on the provision of services to the public

### **CONTACTS**

- Members of the Council
- Members of staff of other local authorities/ partner agencies
- Suppliers and contractors
- Members of the public

### **RESOURCES**

Little or no responsibility for physical or financial resources.

### **TRAVEL DESIGNATION**

HMRC mileage rates will apply

### **GENERAL**

# **JOB DESCRIPTION**

## **June 2019**

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

*This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.*