

Designation:	Carbon Neutral Officer
Grade:	Stroud 6
Responsible to:	Director of Development Services
Service Area:	Development Services
Post Number:	

ESSENTIAL CRITERIA

QUALIFICATIONS

- Educational attainments to A level or equivalent qualification such as BTEC National
- A degree in a related subject or equivalent relevant qualification or relevant experience to a proven equivalent standard.

EXPERIENCE

- Significant relevant work experience in climate change
- Proven ability to communicate and deal with a range of professionals in the field of climate change and the public.
- Proven ability to produce written reports.

SKILLS & KNOWLEDGE

- Experience of producing Climate Change strategies and policies.
- Experience of producing funding strategies for large scale projects.
- Experience of working with a range of Local Strategic partnerships
- Good communication skills both written and oral.
- Good numerical skills.
- The ability to prioritise.
- Proficient in the use of IT including competency at using MS word and excel.
- Working knowledge of Government policies, relevant legislation, best practice and current literature.

PERSONAL ATTRIBUTES

- Committed to the transition to a low carbon economy
- Self-motivated and willing to use own initiative.
- Excellent time management skills.
- Adaptable.
- Able to work individually or as part of a team.

OTHER

- Committed to working for an employer that values diversity and equality of opportunity

DESIRABLE CRITERIA

QUALIFICATIONS

- None

EXPERIENCE

- Experience of producing Carbon Neutral and Climate Change strategies and policies for Local Government.
- Experience of presenting large strategic climate change projects to a wide range of stakeholders.
- Experience of developing funding strategies for climate change programmes.

SKILLS & KNOWLEDGE

- Experience of working within competing and conflicting priorities.
- Evidence of the ability to devise innovative solutions to problems.
- Understanding of Local Government

CORE COMPETENCIES

1. Effective Communication

You will be able to communicate clearly and effectively with a diverse range of people.

You can vary your communication dependant to your customer, using effective listening with the ability to persuade and influence where appropriate.

2. Customer Focus

You are able to deliver the highest quality of service to our customers, both internal and external.

You will strive to deliver a consistently high quality service, with commitment o understanding and meeting their needs, inline with policies.

3. Working Together

You will be able to work co-operatively with colleagues and partners to achieve results and develop good working relationships.

You will be able to focus on the development of yourself and colleagues in order to enhance performance, motivation and ability to change.

4. Innovating

You will be able to seek better, more effective ways of delivering services.

5. Accepting Change

You will be able to adapt to new work challenges and situations, adopting a positive attitude to change.

6. Supporting the delivery of SDC priorities

You will be able to demonstrate an understanding of and commitment to the Council and its Services.

You will be able to demonstrate how your work supports and meets the needs of the service.

Outer layers of the [competency framework](#) apply with Management and Leadership roles.