

|                         |   |
|-------------------------|---|
| <b>Designation:</b>     | <b>Project Officer (Carbon Neutral 2030)</b>  |
| <b>Grade:</b>           | <b>Stroud 5</b>   |
| <b>Hours:</b>           | <b>37 hours</b>   |
| <b>Location:</b>        | <b>Ebley Mill</b>   |
| <b>Job Purpose:</b>     | <b>To implement projects fulfilling the Council's Carbon Neutral district by 2030 commitments</b> |
| <b>Responsible to:</b>  | <b>CN2030 Officer</b>   |
| <b>Responsible for:</b> | <b>No budgetary or line management responsibilities</b>   |

## KEY DUTIES

- Provide general support for working in partnership with a range of stakeholders to develop 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.
- To support data analysis and the production of briefings for decision makers as required.
- To deliver against initiatives that help raise the Council's profile in leading on climate change action and ensure that all projects are delivered on-time, within scope and within budget.
- To maintain detailed project plans and track progress and to measure the performance of projects using appropriate systems, tools and techniques.
- Be responsible for successful project delivery, ensuring that projects are delivered with high quality and within budget.
- Be responsible for project forecasting, progress monitoring, cost and contract management.
- To ensure issues are highlighted to the CN2030 Officer in a timely fashion to minimize risk.
- To maintain good relationships with internal and external stakeholders and beneficiaries and to act as day to day contact with key project stakeholders.
- To maintain the internal and external communication and consultation strategy for projects.
- As required to support the organisation, delivery and recording of meetings and events.
- To manage multiple priorities and respond to changes in workload demands.

## SKILLS AND KNOWLEDGE

- Educated to degree level or equivalent with experience and/or qualifications in relevant subject areas (e.g. environmental sciences; sustainable/renewable energy; project management).
- Excellent communication skills both verbal and written, 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.
- Experience of working within budget.
- Can actively contribute and participate in team/project meetings/discussions.
- Ability to prioritise work and work to deadlines.
- Experience of working within specialist low carbon, sustainable development sector.
- IT Literate, including use of MS Office
- Ability to manage own time and workload and willingly recognise and support colleagues.
- Ability to work on own initiative, with effective time management, and as part of a wider team.

## COMPLEXITY AND CREATIVITY

- Responds to queries effectively and with proper concern for the facts.
- Broad ability to analyse options and deliver results. Knows when to defer for advice and support.
- Able to devise and implement simple monitoring systems for managing own project work.

## JUDGEMENT AND DECISIONS

The job is a key support role in delivering a high profile council commitment for doing everything in its power to reach a Carbon Neutral 2030. A high regard for the complexities around that commitment is essential for both managing expectations and for delivering high quality support to our communities. The exercising of excellent judgement that takes into account the legal and risk issues that apply, will be required at all times as you engage in project work.

## CONTACTS

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

Contact required in respect of service delivery issues which may not be straightforward and that require the provision of advice and guidance and/or the initiation of action.

## RESOURCES

Little or no responsibility for physical or financial resources.

## TRAVEL DESIGNATION

Casual Car User

## GENERAL

- 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.*