

JOB DESCRIPTION

February 2021

Designation:	Environmental Performance Officer
Grade:	STR 5
Hours:	37 hours
Location:	Ebley Mill
Job Purpose:	To develop, sustain systems that underpin continuous improvement in council progress on Quality Management System, ISO 14001; carbon accounting and reporting for the council estate and, 2030 Strategy monitoring
Responsible to:	2030 Strategy Manager
Responsible for:	No Supervisory Responsibility

KEY DUTIES

- To develop and sustain the ISO14001 Environmental Quality Management System (EMS) in line with both the accreditation requirements and the strategic direction of the Council, particularly the objectives of the 2030 Strategy
- To work across the council to support managers in the identification of aspects of council operations that may have impacts in terms of: emissions to air; pollution of land; discharge of water; use of materials / natural resources; solid waste management; hazardous waste; local environmental / community issues for inclusion to the (EMS)
- To support the development and delivery of training that supports all staff in understanding, using and maintaining the EMS
- To work with council auditors to plan an internal and external audit schedule and keep managers informed of their responsibilities in this
- To ensure that all nonconformities raised during audits are effectively corrected.
- To provide reporting and recommendations, both corrective and preventative on EMS audits to managers and SLT
- Organise regular review of the EMS to ensure it stays relevant to council operation and accreditation standards.
- To identify where new systems, policies and procedures are required for EMS purposes and support in the appropriate development of these
- To help develop a culture of continuous improvement throughout the Council and to define and communicate quality management system targets and goals.
- To develop and sustain the council's carbon accounting records and provide data that keeps the council informed on progress to CN2030 on own estates.

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- To support and advise, on the basis of carbon data about the impacts of projects on the councils' carbon account
- To support the establishment of targets and progress reporting as part of an own estates carbon reduction plan.
- To establish systems and reporting mechanisms that capture carbon impacts information from council projects
- To support in the monitoring and reporting of progress to targets in the 2030 Strategy.
- To provide data analysis, reporting and advice for decision makers as required.

SKILLS AND KNOWLEDGE

- Educated to degree level or equivalent with experience and/or qualifications in relevant subject areas (e.g. environmental management; 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.
- A good understanding of administrative processes and systems
- 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; Excel skills vital
- 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

The role has a high level of complexity and a pan-organisational remit. Creativity in problem solving is required, developing solutions in collaboration with Heads of Service and Managers.

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.

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The exercising of excellent judgement that takes into account the legal and risk issues that apply, will be required at all times.

CONTACTS

- Council Staff and Members
- Members and 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

Casual Car User

GENERAL

- 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.