

Designation:	Environmental Performance Officer
Grade:	STR5
Responsible to:	Senior Carbon Neutral 2030 Officer
Service Area:	Corporate Governance Team
Post Number:	

ESSENTIAL CRITERIA

QUALIFICATIONS

- Educated to degree level
- Qualifications that assure good standards of numeracy and literacy.

EXPERIENCE

- Has experience of assimilating large quantities of complex information into recommendations for action
- Has experience of collaborating with peers and managers to devise new systems and solutions
- Has experience and aptitude with numerical data, in particular energy metrics and other types of data that can inform progress reporting

SKILLS & KNOWLEDGE

- Understanding of how to develop new operational systems in synergy with those already in place
- IT literacy (MS Excel, Word, Outlook, Databases and software packages)
- Good written and verbal communication skills
- Understanding of administrative processes and systems
- Ability to write clear inputs to reports
- Ability to interpret information and data
- Good numeracy skills

PERSONAL ATTRIBUTES

- Ability to manage own work load and deadlines
- Ability to work on a number of projects at any one time and to work to changing priorities.
- Team player, but able to work using own initiative
- Ability to make day to day decisions in line with a scope and to know when to defer to others for advice

OTHER

- Committed to working for an employer that values diversity and equality of opportunity
- Drive to learn and develop with the role and to tackle challenges head on
- Interest and understanding of environmental sustainable development issues.
- Ability to travel for work purposes when required

DESIRABLE CRITERIA

QUALIFICATIONS

- Educated to degree level in relevant subject area or, ability to demonstrate equivalent experience
- Quality and/or data Management qualifications or equivalent experience

EXPERIENCE

- Knowledge and experience of quality management tools; carbon accounting and other project reporting requirements

SKILLS & KNOWLEDGE

- Up to date knowledge of environmental and sustainability issues
- Ability to prepare spreadsheets to fulfil agreed requirements
- Ability to use and interpret information from performance management systems
- Ability to devise appropriate data reporting formats.

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 Service

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 to 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.