

## PERSON SPECIFICATION

### Climate Change Officer

Essential	Desirable	Assess by
<b>Knowledge and Qualifications</b>		
<p>A degree level qualification in an environmental discipline or equivalent.</p> <p>Comprehensive knowledge of climate change and biodiversity issues, legislation, policies, guidance and good practice.</p> <p>Access to a vehicle and full driving license.</p>	<p>Basic level safeguarding qualification.</p> <p>Evidence of relevant additional training.</p> <p>Project management qualification.</p> <p>Knowledge of premises management and SAP calculations.</p>	Application/Interview
<b>Experience</b>		
<p>Practical experience of the development and implementation of climate change, sustainability, biodiversity and carbon reduction:</p> <ul style="list-style-type: none"> <li>• Strategies, policies and action plans; and</li> <li>• Projects.</li> </ul> <p>Experience of developing, submitting and securing external funding opportunities and managing budgets.</p> <p>Experiencing of writing reports, policies, guidance and other documents for a wide range of audience.</p>	<p>Experience of working with elected representatives.</p> <p>Practical experience of project delivery.</p>	Application/Interview
<b>Skills and competencies</b>		
<p>Effective verbal and written communication skills.</p> <p>Good influencing / negotiating skills to persuade others about the importance of climate change and the ability to manage conflict if different</p>	<p>Understanding of methods of engaging and consultation methods.</p>	Application/Interview

<p>views arise.</p> <p>Ability to form constructive relationships with a broad range of stakeholders, service users, other officers and members of the Council.</p> <p>Organisational skills with the ability to plan and prioritise work and to meet deadlines.</p> <p>Ability to work independently and efficiently manage own time.</p> <p>Ability to explain complex ideas in a way that is easy to understand by non-experts.</p> <p>Excellent interpersonal and communication skills with ability to motivate, empower persuade and influence.</p> <p>Proficient in the use of MS Office Software.</p> <p>Ability to prepare, analyse and interpret and to manage financial information and budgets.</p>		
<b>Physical, mental and emotional demands</b>		
<p>The ability to work with interruption, balancing a number of different priorities and conflicting demands.</p> <p>Natural enthusiasm and interest in the subject matter.</p> <p>Ability to visit sites across the Councils' areas.</p> <p>Willingness to learn and develop new skills.</p>		Application/Interview

All applicants with a disability who meet the minimum requirements for the role will be given an interview and will be considered on their abilities.

We can only accept applications from candidates who are permitted to work within the UK, or from those who have a valid work permit.