

JOB DESCRIPTION

Climate Change Officer

Service area:	Communities and Climate Change
Reports to:	Head of Communities and Climate Change
Responsible for:	N/A
Location:	Leek and Buxton / Agile Working
Work flexibly between various locations:	Yes
Grade:	AG6
Salary range:	£35,235 to £38,626 per annum
Car driver:	Yes
Essential/casual:	Essential

JOB PURPOSE

To develop High Peak Borough and Staffordshire Moorlands District Council's strategic approach to addressing climate change and biodiversity.

To lead on the delivery of key actions in relation to climate change and biodiversity.

JOB DUTIES

- To lead both Councils' responses to the climate change emergency.
- To ensure that both Councils have effective strategies, policies and action plans for addressing climate change, promoting sustainability and encouraging biodiversity
- Work with Elected Members and Council Officers to co-ordinate delivery of both Councils' Climate Change and Biodiversity Strategies and Action Plans.
- To deliver key actions in relation to climate change, sustainability and biodiversity
- Identify opportunities for the Council and/or other partners (including community groups) to submit bids for external funding, taking the lead on preparing bids where appropriate.

- Identify, engage with and support relevant networks, groups and forums at local, regional and national levels that assist the Councils to deliver their responses to climate change, sustainability and biodiversity.
- Provide training and advice to other Council services, Elected Members, and local community on climate change, sustainability and biodiversity.
- Create and promote internal and external behavior change to deliver the Councils' commitments to climate change mitigation and adaptation and improving biodiversity.
- Respond to Government and other consultations on climate change, sustainability and related issues.
- Assist with budget and performance monitoring, including reporting back to Elected Members on progress.
- Facilitate the internal Climate Change and Biodiversity Working Group.
- To carry out other such duties which the Head of Communities and Climate Change may from time to time require to maintain the efficient and effective running of the services provided.

CORPORATE RESPONSIBILITIES

- Promote and support the delivery of the Councils Climate Change actions plans, the response to the Councils' declarations of a climate emergency and the delivery of the Councils' biodiversity duty.
- Promote, both Councils' Equalities and Diversity Schemes ensuring that all discrimination is eliminated.
- Promote a safe and healthy working environment including taking responsibility for the health and safety of all staff, elected members, service users and other members of the public, in line with the Councils' Health and Safety at Work Policy.
- Support the Councils' commitment to good environmental management by ensuring the most environmentally friendly use of resources by reducing the amount of business travel by using teleconferencing facilities etc.
- Promote the principles of good customer care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided, including colleagues and elected members.
- Work flexibly in support of colleagues and to undertake any other duties which may reasonably be requested commensurate with the grade for the post.
- Promote and comply with both Council's policies and guidelines on Information Governance and the Data Protection Act.
- Consistently exhibit the behaviors required under the Alliance CHOICE values and code of conduct.
- Be committed to safeguarding and promoting the welfare of children and young people and vulnerable adults.
- Carry out election duties as required.

JOB REQUIREMENTS

Transport Requirements Driving required for travel to Alliance locations

Working Patterns	Hours of work as agreed with the line manager. Some out of hours work may be required
Working Conditions	Agile working (with travel to Alliance office locations as required)
Resources Staff/Finance	No.
Physical	Working to planned priorities
DBS	No