

EAST CAMBRIDGESHIRE DISTRICT COUNCIL
JOB PROFILE

JOB TITLE:	CLIMATE CHANGE & NATURAL ENVIRONMENT OFFICER	POST NO:	CCE001
REPORTS TO:	CLIMATE CHANGE & NATURAL ENVIRONMENT MANAGER	GRADE:	4
SERVICE AREA:	CLIMATE CHANGE & NATURAL ENVIRONMENT	DATE:	NOV 2024

Purpose

To undertake a lead role across the Council to drive forward the climate change and natural environment agenda, liaising at all levels across the Council and externally, to inspire and develop activities that will directly raise awareness and understanding of climate change and the natural environment, whilst also contributing to projects which directly reduce CO2 emissions and boost the natural environment.

Dimensions

The post holder will report to the Climate Change and Natural Environment Manager. The post holder will not directly be responsible for managing staff or budgets.

Performance Indicators

1. Working under the supervision of the Service Lead, to undertake a lead role across the Council to drive forward the climate change agenda, liaising at all levels across the Council to inspire and develop activities that will directly raise awareness and understanding of climate change whilst also directly reducing emissions. This will include: acting as a critical friend to officers across the organisation; development of a series of activities with staff, including maintaining a 'green champions' staff network, with a particular focus on reducing emissions arising from The Grange and reducing business miles travelled by staff; and being responsible for coordinating and offering advice in relation to the Council's Carbon Impact Assessment procedure.
2. Working under the supervision of the Service Lead, and with guidance from the Council's ecologist(s), to undertake a supporting role across the Council to drive forward the nature recovery agenda, liaising at all levels across the Council to inspire and develop activities that will directly raise awareness and understanding of nature decline and nature recovery opportunities.
3. To act as a central point of contact within the council in relation to the climate change and natural environment agenda with the ability to provide up to date and accurate information relating to a wide range of projects to internal and external parties.
4. Work closely with Parish Council's and community groups where such support will mutually help both organisations reach as wide an audience as possible on issues of climate change and climate adaptation.
5. To assist in the preparation of targeted educational resources, to both young people and adults, to aid understanding of environmental issues such as climate change and renewable energy. (Note: preparation of such educational resources is unlikely to include matters relating to waste and recycling because those matters are fulfilled via the Council's Street Scene service, though the post holder

should work closely with Street Scene so as to complement each other's activities).

6. Work closely with the council's Communities team to identify and implement initiatives to increase awareness and understanding of environmental issues that will directly or indirectly reduce carbon emissions or benefit the local natural environment, especially in relation to young people.
7. Research national and international campaigns and, where appropriate, tailor these to raise awareness of environmental issues at a local level i.e. local competitions, awards etc.
8. Oversee the East Cambs Partnership Forum (or similar succeeding group), which seeks, as a Partnership, to reduce the collective emissions arising from the geographical area of East Cambridgeshire.
9. Work collaboratively with local authority partners across Cambridgeshire-Peterborough, and possibly beyond, sharing experience and assisting with projects, to a degree compatible with the other Main Duties and Responsibilities.
10. Assist in the production of the council's environment related strategies and action plans, including helping to establish new annual 'Top 20' environment actions. Where relevant and suitable to the requirements of the post, take the lead and project manage some of the actions identified in those action plans.
11. Seek external funding relevant to the post (through monitoring funding available and assisting with bid requirements); potentially lead on the delivery of tasks associated with any successful external funding awarded.
12. To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.
13. To comply with all Health & Safety at work requirements as laid down by the employer.
14. To participate in training and exercises in support of the Council's preparations for responding to civil emergencies within the District.
15. Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

Special Conditions

The post is full time (37 hours) and permanent.

Occasional evening or weekend meetings might be required.

Occasional meetings at offsite locations, of which they will predominantly be within East Cambridgeshire

Business Travel: Lease Car Essential User Casual User
Average annual business mileage: To be assessed Miles

Pre-employment Checks

Fraud and Corruption Checks CRB - Disclosure