**Job Capsule Supplementary Information: Sustainability officer**

**This supplementary information for *Sustainability officer* is for guidance and must be used in conjunction with the Job Capsule for Job Family Place Job Level 3 Zone 2 – Camden Way Category 3**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

To support the delivery of Camden’s carbon reduction programme by helping to identify and deliver carbon reduction projects across our own estate and operations. To support the management of the Carbon Reduction Fund, which finances the identified projects. To lead reporting of the Council’s carbon footprint. To lead the development of the annual carbon management plans that describe progress against Camden’s carbon reduction targets and predict future performance. To work with the Carbon Management Board to ensure that the overall programme is delivered effectively and efficiently.

To support the Senior Air Quality officer with respect to air quality monitoring, construction impacts generally and HS2 specifically.

To support the energy management team as required.

To support the development and implementation of other aspects of the Council’s environmental sustainability strategy and policies as required.

**Example outcomes or objectives that this role will deliver:**

* Project manage environmental sustainability initiatives ensuring successful delivery through cross working within the Council and with partners, leading internal and external project teams.
* To support the Senior Sustainability Officer to identify and deliver carbon reduction projects
* To support the Senior Energy Management Officers with data collection, the AMR programme and other matters as required
* To monitor and report on the Council’s air quality data.
* To support the Senior Air Quality officer to manage the air quality impacts of construction projects and to support the HS2 team as required in relation to the air quality assurances
* To support the delivery of the Camden Carbon Reduction Fund and assist with ensuring that all budget forecasts are up to date and accurate.
* Assist in the development and co-ordination of the Council’s environmental sustainability strategies and policies
* Provide information and advice on environmental sustainability issues to staff, councillors and other bodies, presenting information in a variety of ways including formal reports, briefings and presentations
* Support external multi-agency partnerships required to promote environmental sustainability in the borough.
* Conduct desk-based research as required.

**Relationships;**

The postholder will be required to make specific contact with a range of people and organisations as outlined below. This work requires the ability to communicate at all levels with audiences that have varying degrees of knowledge and understanding of sustainability issues, in order to maintain stakeholder relationships, effect necessary behaviour change and perception and ensure effective continuation of projects and delivery of key targets.

* Council staff and managers
* Members of the Council
* Schools
* Members of the public including residents and community groups
* Minority Groups within the community as defined within the Council’s Equality Standard
* Government departments and other Local Authorities, including the GLA
* Outside agencies such as the Greater London Authority, Transport for London, the Environment Agency, Energy Saving Trust.
* Energy suppliers
* Consultants
* Service providers/contractors
* Environmental organisations

**Work Environment:**

* This post will require flexibility and good time management to deal with a variety of conflicting deadlines often on a daily basis, such as, customer, councillor, press, government department enquiries, and requests from senior managers. This is in addition to the requirement for day to day management of the work programme.
* Work will be primarily office based. Hours of work may exceed office working hours (i.e. start time before 9am and finish time after 5pm) and there will be a requirement to attend a variety of venues with occasional evening and weekend meetings, including Cabinet briefings and community/stakeholder events.

**Technical Knowledge and Experience:**

**KNOWLEDGE**

* Good knowledge and understanding of environmental sustainability, carbon reduction and air quality monitoring
* Good knowledge and understanding of budget management

**QUALIFICATIONS**

* To have a relevant degree or professional qualification. (Desirable but not essential)

**EXPERIENCE**

* Experience of implementing carbon reduction and carbon management initiatives
* Experience of air quality monitoring and data analysis
* Experience of working in multi-agency partnerships

**SKILLS AND BEHAVIOURS**

* Excellent written and verbal communication skills with the ability to express and present complex information accurately, clearly and concisely both orally and in writing.
* Good research and analytical skills
* Good Excel skills
* Ability to develop strategies and policies.

* Ability to engage effectively with internal and external stakeholders.
* Ability to work under minimal supervision in managing conflicting priorities, a busy workload and meeting frequently changing priorities and deadlines

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

* Deliver for the people of Camden
* Work as one team
* Take pride in getting it right
* Find better ways
* Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>