**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:**

You will work across a number of thematic areas in support of Camden’s sustainability, air quality, fuel poverty and energy management programmes. You will manage discreet projects such as anti-idling events, Mayoral funded air quality projects, Well and Warm (our free home energy visit programme), and support the Senior Air Quality and Senior Sustainability Officer on related projects such as our in house carbon management programme, our award winning decentralised energy project, Somers Town Energy, and the delivery of aspects of Camden’s Clean Air Action Plan.

You will also be the main point of contact for the Council’s fuel poverty and domestic energy efficiency programme.

Flexibility is required in the role so you will need to be able support the development and implementation of other aspects of the Council’s environmental sustainability, air quality, fuel poverty and energy management strategies and policies as required.

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

* Project manage environmental sustainability, fuel poverty, air quality and energy management initiatives ensuring successful delivery through cross working within the Council and with partners, leading internal and external project teams.
* Overseeing the affordable warmth winter campaign promoting the Council’s fuel poverty services
* Leading the project delivery of air quality related projects.
* Work with teams across the Council to identify and deliver new projects in support of carbon management and air quality improvements
* To support the Senior Officers within the team as required.
* Assist in the development and co-ordination of the Council’s wider environmental and energy related 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, air quality, energy and fuel poverty issues in an urban setting
* Good knowledge and understanding of budget management

**QUALIFICATIONS**

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

**EXPERIENCE**

* Project and budget management
* 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/>

**Structure chart**

