

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 Zone 3 Level 2 – Camden Way Category 3

This job profile 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 work across the Sustainability, Air Quality and Energy team to create, manage and deliver environmental sustainability projects, ensuring that residents, businesses and organisations are involved at every stage of project design and delivery.

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

Example outcomes or objectives that this role will deliver:

- Project manage environmental sustainability projects ensuring successful delivery through cross working within the Council, partners and the community.
- To manage the delivery of the Camden Carbon Reduction Fund, Camden Climate Fund and other carbon related projects ensuring that budget forecasts are accurate.
- To manage the Well and Warm project and future fuel poverty related projects.
- To support the delivery of air quality projects when required.
- To ensure the effective promotion of Council and partner services to support fuel poverty reduction.
- To deliver projects and consultancy services to Camden Climate Change Alliance members.
- To streamline processes supporting Camden's sustainability projects and programmes in consultation with the Sustainability Projects Lead and Camden Climate Change Alliance lead
- Create and deliver communications and engagement initiatives to support project delivery including events.
- To support the Sustainability projects lead, Senior Air Quality Officer and Camden Climate Change Alliance lead as required.
- 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
- Camden Climate Change Alliance members and businesses
- 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

- Excellent technical knowledge and understanding of environmental sustainability in an urban setting
- Good knowledge and understanding of communication and engagement approaches to environmental sustainability

QUALIFICATIONS

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

EXPERIENCE

- Experience of implementing carbon reduction and carbon management projects
- Experience of delivering consultancy services
- Experience of creating and leading sustainability engagement and communications
- Experience of project and budget management
- Experience of working in multi-agency partnerships and with local communities

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.
- Excellent research and analytical skills
- Good Excel skills

- Ability to engage effectively with internal and external stakeholders including businesses
- 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/>