

Job summary

Role title: Sustainability Project Officer

Department: Corporate Policy

General description of role

The Sustainability Project Officer will work within the Sustainability Team to implement the Council's Environmental Sustainability Strategy.

The post holder will work with services across the Council and elected councillors to deliver change across the Council organisation and its operations; and to support external partners, local residents and businesses to take positive action to tackle climate change and reduce their environmental impact.

Working to the Head of Corporate Policy, at the centre of the organisation, you will be an advocate and champion for sustainability. This is an exciting opportunity to help secure the continued development of the Council's strategy, policies and procedures in relation to this critical and high profile corporate priority. The role requires someone who can proactively lead and motivate staff, senior managers and councillors to drive positive action, as well as having a comprehensive knowledge of environmental sustainability issues, excellent project management skills and the ability to analyse and communicate information clearly.

Top duties / responsibilities of role

1. Be responsible for the implementation of the Council's Environmental Sustainability Strategy and Action Plan
2. Develop and deliver environmental sustainability projects and activities related to the Council's own operations, staff and procedures, working closely and engaging with managers across the Council
3. Champion sustainability and environmental issues within the Council and when engaging with residents, businesses, partners and stakeholders. This will include working directly with managers and councillors, 'managing upwards' and motivating these audiences to take action
4. Develop information sharing and behavioural change campaigns, and training, targeted at a range of both internal and external audiences, supported by the Council's Communications Team.
5. Work closely with external partner organisations to deliver borough and county level objectives, maximise the use of resources and share best practice
6. Coordinate applications to external bodies for funding to facilitate the delivery of Council and Borough-wide projects

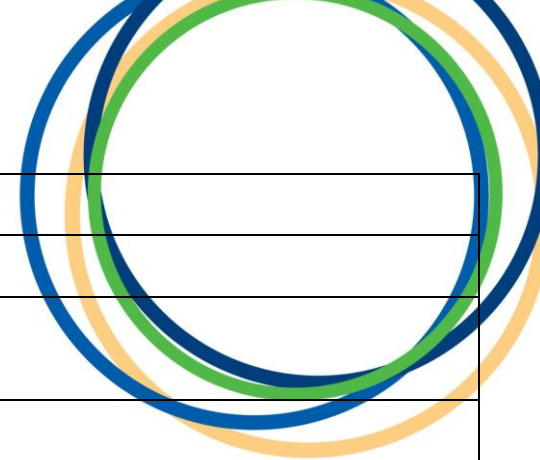
7. Monitor, evaluate and report on the Council's progress in implementing its Environmental Sustainability Strategy, engaging with Governance Boards, Executive members and the Overview & Scrutiny Committee
8. Undertake regular reviews of the Council's Environmental Sustainability Strategy and Action Plan to ensure it remains up to date and reflects new and emerging legislation, policy and best practice, and proactively seek opportunities to improve and develop the Council's work in this area
9. Provide professional and specialist advice on environmental sustainability policies, technologies and best practice to officers, managers and Councillors, acting as the main day-to-day point of contact within the Council
10. Work within the Council's Project Management Framework and governance arrangements to ensure that projects are supported by robust business cases and are delivered to the agreed scope, timeline, budget and quality.
11. Undertake data analysis and prepare concise and engaging written reports and presentations for officers, managers, councillors and external audiences
12. Represent the Council on external partnerships and forums, and coordinate the Council's participation in externally-led sustainability initiatives.

Person specification and interview assessment form



Candidate name			
Contact number			
Role title			
Date of interview		Signed by recruiting manager	

Selection and Interview Criteria		Scoring	
Criteria	Criteria importance E = Essential P = Preferred	Score 3 = Met with full example 2 = Partly met with example 1 = Partly met no example 0 = Not demonstrated	Score rationale/interview notes
Qualifications			
Educated to degree level or equivalent in environmental sciences, environmental management or a related field	E		
Project management qualification	P		
Membership of a relevant professional organisation	P		
Experience and achievements			
Specialist knowledge of environmental sustainability issues, such as (but not limited to) energy efficiency, low carbon technologies, carbon offsetting	E		
Knowledge of relevant international, national and local legislation, policies and strategies relating to climate change and environmental sustainability	E		
Experience working within the environmental sustainability sector / an environmental sustainability role	E		
Experience working within local government or other public sector organisation	P		
Experience of project or programme management, ideally within a relevant field	E		



Role required competencies and behaviours			
Excellent interpersonal skills	E		
Ability to communicate ideas and information clearly and concisely to a range of audiences including residents and community groups via different means	E		
Ability to demonstrate enthusiasm and determination to achieve objectives	E		
Ability to work collaboratively to deliver outcomes	E		
Excellent time and workload management skills	E		
Self motivated, with the ability to work on your own initiative as well as within a team	E		
Strong MS office skills	E		
Corporately required personal qualities and behaviours			
Innovative	E		
Supportive	E		
Flexible	E		
Positive	E		
Total Criteria Score			Feedback to be given to candidate:
Essential Criteria Score			
Preferred Criteria Score			
Appointment choice number		1st / 2nd / 3rd	

Summary of employment package

Place of work	The role will be primarily based at Town Hall, Reigate with possibility of working from home. We may require you to work from another place of work within the Borough or a neighbouring Borough or District, or further afield by prior agreement.
Salary	Graded PROFESSIONAL , the salary will be in the region of £40,488 - £44,694 per annum dependent upon experience. Cost of living awards are reviewed annually on 1 April. Incremental progression and bonuses may be payable in line with the appraisal scheme.
Duration of contract	The contract will be offered on a permanent basis.
Probationary period	Upon joining the Council, all staff are required to satisfactorily complete a six month probationary period.
Hours of work	Hours of work are nominally 36 per week.
Employment Benefits	
Flexible working hours	Flexible working allows for the alteration of start/leave times and length of lunchtime break, time off in lieu for longer hours worked and a flexible working system. Whilst staff are expected to manage their time and keep working hours within acceptable limits, flexible working arrangements are always subject to sufficient office cover and the particular needs of the service at that time.
Annual leave	The basic leave entitlement is 259.2 hours per annum pro rata (equivalent to 36 standard days), rising to 295.2 hours per annum (equivalent to 41 standard days) pro rata after five years continuous local government service, inclusive of Bank Holidays. Annual leave must be taken on the Council's discretionary day off around Christmas and New Year period.

<p>Pension</p>	<p>You will be auto enrolled into the Local Government Pension Scheme (LGPS) to which the Council contributes 15% of your earnings each year.</p> <p>You are able to transfer funds into the LGPS within the first twelve months of employment. However, you can also choose not to join the scheme and make your own arrangements. If you wish to opt out of the scheme you will not be able to do so until after your first day.</p> <p>Your pension contribution rate will depend on your full time equivalent annual salary. The salary and rates are reviewed annually on 1 April each year. The current rates can be found on the Surrey Pension Fund website: http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates</p>
<p>Training and development</p>	<p>The Council actively encourages continued professional development and talent development.</p> <p>Learning facilities are available in-house, including a dedicated Training Room for both individual and group learning. The Council also has a number of Computer Based Training packages.</p>
<p>Professional subscriptions</p>	<p>If you are required to be a member of a professional organisation(s) for your role, we will pay the subscription fee(s) each year directly by invoice.</p>
<p>Car parking / Travel loan scheme</p>	<p>Unless your role is classed as an essential user, you take part in our car share scheme, or you are physically disabled, car parking is not made available.</p> <p>The Council offers interest free loans to encourage staff to travel by alternative methods to solo car use. Loans are available to purchase bicycles and accessories to the value of £1000, for quarterly/yearly rail season or bus tickets or a season car park pass.</p>
<p>Cycle purchase scheme</p>	<p>The Council offers staff who have passed the probation period and are employed for 18 months or more, the opportunity to lease/purchase bikes and related safety equipment up to £1000, reducing tax and National Insurance deductions. Staff are required to use the bike mainly for journeys between home and work.</p>
<p>Employee discounts</p>	<p>All staff have access to special offers and discounts on national and local high street shops, restaurants, motoring benefits, discount cinema and theatre tickets, holidays, insurance and much more.</p> <p>Full annual discounted membership is available for the 'Better' run leisure centres at Tadworth, Donyngs and Horley.</p>



Other Conditions

Pre-employment checks

Appointments are offered subject to several pre-employment checks to comply with the Home Office's Baseline Personnel Security Standards (BPSS):

- at least two satisfactory references
- eligibility to work within the UK, and proof of your identity
- evidence of relevant qualifications

Paid work with another employer

If you are appointed, your contract with the Council should normally be classed as your main employment.

You will devote your whole-time service to our work and not be involved in any other business or take up any other appointment without getting written permission from your manager or the Chief Executive.

Disclaimer

Please note that this document outlines the likely employment package for this role but does not form part of your terms and conditions of employment if you are subsequently employed by Reigate & Banstead Borough Council. These will be outlined in any contractual documents addressed to you directly.

Great People at Reigate & Banstead

Our great working environment and the values and behaviours of every individual and team in the Council, help to evolve the culture of our organisation to become more commercial, innovative and embracing of change.

Successful applicants to our career opportunities will be able to demonstrate they share the values and behaviours we seek in our organisation.

Our Vision

Working together to make a great place to live, work and enjoy.

Our Values

Making a difference, doing the right thing, being bold and confident.

Our Behaviours

We should demonstrate our values by being positive, supportive, flexible, and innovative.

Positive: I maintain a “can do” attitude and a smile

- ✓ Create an encouraging and optimistic environment and bring others with me
- ✓ Approach others in a pleasant, happy and upbeat manner
- ✓ Maintain enthusiasm in difficult times
- ✓ Demonstrate commitment to my own service and to the Council
- ✓ Demonstrate an "I care" attitude

Supportive: I create an environment where the people I work with feel valued and respected and have confidence to develop

- ✓ Understand the council's priorities and work towards a common goal
- ✓ Work across boundaries to develop relationships, share information and keep others informed
- ✓ Listen to the views of others allowing the best way forward to be found
- ✓ Communicate in a courteous and respectful manner
- ✓ Behave in ways that promote the fair and equal treatment of all

Flexible: Adapting the way I work, I can deal confidently with change and accept new and different ideas and approaches

- ✓ Accept that change is an integral part of working at Reigate & Banstead
- ✓ Demonstrate an open mind to new ideas and proposals
- ✓ Display a willingness to do things differently
- ✓ View change in working practices as an opportunity for improving and developing
- ✓ Adopt a flexible approach to meet the team's requirements

Innovative: I work to develop new ideas and workable solutions to drive the Council forward

- ✓ Question currently accepted ways of doing things
- ✓ Implement good ideas, learn from others, both internally and externally
- ✓ Identify novel ways of resolving issues using own initiative
- ✓ Suggest and trying out new approaches
- ✓ Challenge the status quo in a constructive way

Great People

