

## Folkestone & Hythe District Council Job Description

JOB DETAILS	
<b>Job Title</b>	Climate Change Specialist
<b>Service Area / Team</b>	Strategy and Policy Team
<b>Reports to</b>	Strategy and Policy Manager
<b>Post Number</b>	SP005
<b>Grade &amp; Annual Salary</b>	Grade H (£48,663 - £54,406) Plus car allowance
<b>Politically Restricted Post</b>	Yes
<b>DBS Requirement</b>	N/A

JOB PURPOSE	
<ul style="list-style-type: none"> <li>To provide expert technical, financial and operational advice to Corporate Leadership Team, Council officers, Cabinet, Committees and other forums on climate change and carbon reduction issues and mitigation measures.</li> </ul>	
<ul style="list-style-type: none"> <li>To project manage climate change and carbon reduction initiatives to ensure that the objectives of the Council's Carbon Action Plan are met and the Council meets its target of net zero emissions by 2030.</li> </ul>	
<ul style="list-style-type: none"> <li>To build effective working relationships with key stakeholders to secure funding for climate change projects.</li> </ul>	
<ul style="list-style-type: none"> <li>To work in partnership to deliver district-wide carbon reduction initiatives, raise awareness of climate change issues and encourage behavioural changes to reduce carbon emissions.</li> </ul>	

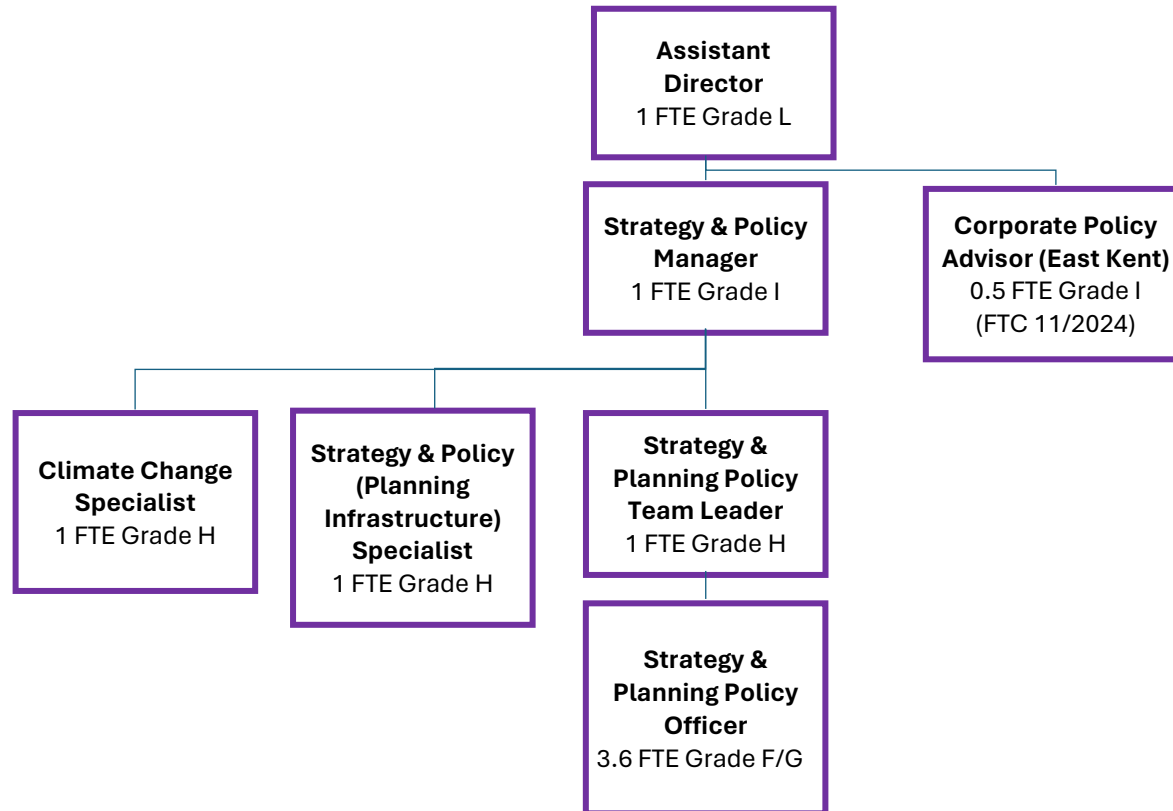
MAIN DUTIES AND RESPONSIBILITIES	
<ul style="list-style-type: none"> <li>To provide expert technical, financial and operational advice to Corporate Leadership Team, council officers and Members on carbon reduction measures and climate change initiatives.</li> </ul>	
<ul style="list-style-type: none"> <li>To maintain up-to-date knowledge of technological, legal and policy developments in the field of climate change and carbon reduction and to articulate this knowledge to audiences, including council officers, Cabinet Members, Members and the public.</li> </ul>	

<ul style="list-style-type: none"> <li>• To evaluate potential carbon reduction measures and to advise Corporate Leadership Team and others on the relative costs, benefits and payback times of different options.</li> </ul>
<ul style="list-style-type: none"> <li>• To represent the council in discussions with suppliers and contractors, working alongside other officers, to ensure that carbon emissions are properly considered as part of operational decisions.</li> </ul>
<ul style="list-style-type: none"> <li>• To provide expert technical advice to the Strategy and Policy team in developing the Folkestone &amp; Hythe Local Plan and Design Codes. To act as an expert witness at the local plan examination in support of the council's local plan policies, as necessary.</li> </ul>
<ul style="list-style-type: none"> <li>• To provide expert technical advice to the Council, as landowner and developer, to maximise the carbon reduction impacts of its investment and development decisions.</li> </ul>
<ul style="list-style-type: none"> <li>• To provide technical expertise on climate change matters to ensure that the Council achieves its target of net zero carbon emissions by 2030, liaising with Corporate Leadership Team, Committees, Cabinet Members and Members.</li> </ul>
<ul style="list-style-type: none"> <li>• To provide coordination across the Council to ensure that carbon reduction measures are introduced and maintained effectively and complement other Corporate Plan priorities.</li> </ul>
<ul style="list-style-type: none"> <li>• To evaluate, plan and coordinate actions identified within the Council's Carbon Action Plan to achieve the net zero target.</li> </ul>
<ul style="list-style-type: none"> <li>• To report on progress towards achieving the net zero target to Corporate Leadership Team, Committees, Cabinet Members, Members and others as necessary and to recommend remedial action where progress is falling behind target.</li> </ul>
<ul style="list-style-type: none"> <li>• To advise on the allocation of resources, to ensure that spending decisions achieve the maximum value for money while achieving the highest impact on the Council's carbon emissions.</li> </ul>
<ul style="list-style-type: none"> <li>• To maximise opportunities to secure funding from Government and other sources and to ensure that funding is properly allocated, accounted for and reported to Corporate Leadership Team, Members, the public and funding bodies.</li> </ul>
<ul style="list-style-type: none"> <li>• To adopt and implement the District-wide Carbon Plan to engage and influence local residents, local businesses, schools and colleges, partner organisations and others in climate change and carbon reduction initiatives.</li> </ul>
<ul style="list-style-type: none"> <li>• To lead engagement forums, including the Carbon Innovation Lab (CI Lab), Sustainable Futures Forum, Schools Sustainability Project and others, as necessary. To plan future meetings, liaising with guest speakers and promoting the forums to members of the public and community groups, to maintain public enthusiasm and participation.</li> </ul>
<ul style="list-style-type: none"> <li>• To plan and manage actions to deliver the district-wide carbon reduction strategy.</li> </ul>
<ul style="list-style-type: none"> <li>• To work with the Council's Communications Team to publicise the Council's initiatives and to develop new ways of engaging individuals and groups in environmental matters.</li> </ul>

<ul style="list-style-type: none"> <li>• To adapt any internal policies and procedures to meet wider operational demands so that corporate objectives can be met.</li> </ul>
<ul style="list-style-type: none"> <li>• To highlight general sources of advice, funding and expertise to residents, businesses and landowners to maximise the uptake of environmental measures throughout the district.</li> </ul>
<ul style="list-style-type: none"> <li>• To work with the Council's Economic Development team to promote the district as a location for green investment and job creation and advise on the awarding of grant funding.</li> </ul>
<ul style="list-style-type: none"> <li>• To work with the Council's Organisational Development team to ensure that officers and members have access to appropriate training and development on the subject matter.</li> </ul>

<b>CORPORATE RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.</li> </ul>
<ul style="list-style-type: none"> <li>• To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.</li> </ul>
<ul style="list-style-type: none"> <li>• To actively demonstrate the values and behaviours of the council.</li> </ul>
<ul style="list-style-type: none"> <li>• To ensure our customers are valued by taking into account their views and needs in all that we do.</li> </ul>
<ul style="list-style-type: none"> <li>• To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.</li> </ul>
<ul style="list-style-type: none"> <li>• To communicate openly and honestly with colleagues, members and customers.</li> </ul>
<ul style="list-style-type: none"> <li>• To undergo any training necessary to be able to fulfil the requirements of the job.</li> </ul>
<ul style="list-style-type: none"> <li>• To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.</li> </ul>

## Organisation Chart



## Folkestone & Hythe District Council Person Specification

### Post Title: Climate Change Specialist

#### Important Information for Applicants:

The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. **If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.**

Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	<b>Essential</b> <ul style="list-style-type: none"> <li>Good basic education to GCSE A-C standard or equivalent (including maths and English), or other relevant qualifications or experience that demonstrate proficiency in maths and English.</li> <li>Masters level qualification in environmental science / environmental management or related subject, or equivalent experience.</li> <li>Chartered membership (or working towards) of relevant professional body (e.g. IEMA).</li> </ul>	✓		
	<b>Desirable</b> <ul style="list-style-type: none"> <li>Qualification in project management.</li> </ul>	✓		
Experience and Knowledge	<b>Essential</b> <ul style="list-style-type: none"> <li>Considerable breadth and depth of experience in working in the climate change or carbon reduction fields, for a government department, charity, interest group, local authority, consultancy or similar organisation.</li> </ul>	✓	✓	
	<ul style="list-style-type: none"> <li>Extensive up-to-date knowledge of environmental legislation and regulations, wider environmental issues and best practice in these areas.</li> </ul>	✓	✓	✓
	<ul style="list-style-type: none"> <li>Experience of developing and delivering carbon action plans and carbon reduction measures.</li> </ul>	✓	✓	
	<ul style="list-style-type: none"> <li>Experience in managing organisational environmental sustainability at strategic and operational levels.</li> </ul>	✓	✓	
	<ul style="list-style-type: none"> <li>Experience of supervising contractors and consultants.</li> </ul>	✓	✓	

	<ul style="list-style-type: none"> <li>• Experience of successfully securing external funding.</li> <li>• Experience of setting up and managing effective projects and programmes.</li> <li>• Understanding of the role of elected Members.</li> </ul>	✓	✓	
	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Experience of biodiversity issues and implementing biodiversity initiatives.</li> <li>• Knowledge of climate change issues affecting Folkestone &amp; Hythe district.</li> <li>• Experience of working in a local authority, working with elected Members and committees.</li> <li>• Experience of cross-boundary working, in partnerships with government departments, county councils, district/borough councils, commercial enterprises or other organisations.</li> <li>• Experience of communications, community involvement and managing websites.</li> </ul>	✓	✓	
<b>Skills and Abilities</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Ability to persuade and influence change at a senior organisational level.</li> <li>• Political awareness.</li> <li>• Ability to work as part of a team.</li> <li>• Ability to operate on own initiative with minimal supervision.</li> <li>• Excellent written and oral communication skills.</li> <li>• Ability to present complex ideas in a clear and easily understandable way.</li> <li>• Ability to analyse complex information and interpret this to show trends and highlight key indicators.</li> <li>• Ability to use standard project management methodology.</li> <li>• High level of attention to detail and accuracy.</li> <li>• Competent user of IT, particularly Microsoft Office.</li> <li>• Proactive and committed to continued service and personal development.</li> <li>• Ability to adapt and proactively organise and prioritise work effectively in order to meet deadlines and maintain high standards at all times.</li> <li>• Ability to demonstrate a professional and customer-orientated approach.</li> <li>• Excellent interpersonal skills with the ability to operate and build excellent working relationships at all levels, including with local, regional and national organisations.</li> </ul>	✓	✓	

	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Strategic-thinking skills, showing how global and local trends interact and how different demands can be balanced to achieve multiple benefits.</li> </ul>		✓	
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