

Overview	
Post No.	CPLP027
Grade	4
Directorate	Planning & Sustainable Economy
Service Area	Regeneration & Sustainable Economy
Team	Sustainability
Reporting to	Senior Sustainability Officer

## The Job

To coordinate delivery of the Mid Sussex District Council Net Zero Programme and Sustainable Economy Strategy and Action Plan.

### Generic Accountabilities of the Role

1. Support the coordination of and reporting on the delivery of the Council's Sustainable Economy Strategy and Action Plan including the Council's Net Zero Programme.
2. Monitor opportunities for funding which would help deliver the objectives of the Council's Net Zero Programme. Work with colleagues to coordinate funding applications.
3. Coordinate the work of specialist consultants contracted to support and advise the Council on matters of sustainable economy and carbon net zero including advice and guidance to support Corporate Policy development, service planning, service delivery and performance management across the Council.
4. Support the Senior Sustainability Officer in representing the Council in its engagement with West Sussex County Council and other regional District and Borough Councils on all aspects of sustainability and carbon net zero.
5. Support other departments and regional partnership schemes in carrying out projects and activities that reduce fuel poverty and hardship across the district.
6. Coordinate responses to national and regional consultations on matters of sustainability and climate change.
7. Keep up to date with current and emerging policy and legislation related to or which will impact on the Sustainable Economy Strategy and Mid Sussex District Council Net Zero Programme as well as scanning the wider local government and private sector agenda to identify issues arising that may impact on the Council.

## Other Duties

**Health & Safety:** You are required to comply with the Council's Health and Safety Policy and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues at work and those affected by your work. You must comply with your safety responsibilities and must cooperate with management in all respects for the full implementation of the Council's Health and Safety Policy.

**Equality & Diversity:** You must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services.

**Learning & Development:** You have a personal responsibility for your own learning and development and will maintain up to date records of achievement and attendance as required. You must undertake the learning and training identified as part of your ongoing development, and other relevant training that is identified and agreed with your manager. You will be receptive to feedback, willing to learn, embracing continuous improvement.

**Quality/Compliance:** You will achieve a standard of excellence with our work processes and outcomes, honouring our policies and all regulatory requirements.

**Customer Focus:** You will strive for high customer satisfaction, going out of your way to be helpful and pleasant, making it as easy as possible on the customer rather than our directorate or the Council.

**Communication:** You will balance listening and talking, write clearly and accurately, influence others, and keep others informed.

**Team Player:** You will be helpful, respectful, approachable, and team oriented, building strong working relationships and a positive work environment.

**Initiative:** You take ownership of your work, doing what is needed without being asked, and following through.

**Efficiency:** You plan and manage your time well, being on time, being cost-conscious, and continuously thinking of better ways to do things.

## Professional and Personal Attributes

### Qualifications

### Educational and Professional

#### Essential:

- Graduate in a Climate Change or Sustainability related subject, or equivalent professional experience

#### Desirable:

- Membership of a relevant recognised professional body

<b>Knowledge</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• A good understanding of climate change and how our actions impact the environment.</li> <li>• A broad range of knowledge of sustainability issues such as carbon reduction technologies, biodiversity, energy efficiency.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• An understanding of the role of local government regarding promoting and enabling Sustainability and Climate Change mitigation measures.</li> <li>• Knowledge of carbon emissions analysis, modelling and reporting</li> </ul>
<b>Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Experience of working with multiple teams/partners to jointly deliver projects/programmes.</li> <li>• Experience coordinating and supporting consultants and multidisciplinary teams.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience of supporting and coordinating successful carbon reduction and sustainability projects. Including projects with an economic and business sector focus.</li> <li>• Experience of supporting the creation and delivery of carbon net zero and sustainability actions.</li> <li>• Experience in supply chain management and performance monitoring of external consultants.</li> </ul>
<b>Political Skills</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Excellent coordination, organisational and time management skills.</li> <li>• Able to establish strong positive relationships with Councillors, partners and staff, that commands professional confidence, builds trust and enables effective delivery of plans</li> <li>• Analytical with an ability to critically appraise complex proposals to reach a balanced conclusion.</li> <li>• Skilled written and verbal communicator with the ability to make complex information understandable for a range of audiences</li> <li>• Strong inter-personal and communication skills, including the ability to consult, negotiate, persuade, motivate and influence others</li> </ul>

<b>Personal Behaviours</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li>• Highly organised, self-motivated and enthusiastic.</li> <li>• Able to plan and co-ordinate a wide range of tasks whilst working under pressure.</li> <li>• Ability to work on own initiative and in a team and multi team environment</li> </ul>
<b>Other</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li>• Ability to undertake occasional work outside normal office hours</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>• Driving Licence</li> </ul>

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not meant to be a detailed list of all duties and responsibilities which may be required. It will be supplemented and further defined by objectives set at appropriate times, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.

The grade for this post is determined by Job Evaluation.