

**London Borough of Lambeth
JOB DESCRIPTION**

Job Title: Climate Change, Energy & Buildings - Senior Project Officer
Grade: PO5
Department: Sustainable Growth and Opportunity
Division: Climate Change Response and Sustainability
Business Unit: Climate Change and Air Quality
Responsible to: Climate Change and Sustainability Technical Lead, and under Matrix Management Climate Change and Sustainability Programme and Partnerships Lead
Responsible for: Climate Change and Sustainability Project Officer

Main purpose of post

Lead on or support projects to deliver work programme for the service. Provide technical expertise to inform work programme for the service and/or other council directorates. Work closely with management and officers within Strategic Growth and Opportunity and other council directorates, providing specialist professional or technical expertise in the interpretation and operational application of climate change and sustainability functions.

Specific purposes of the post include:

1. Supports the delivery of Lambeth's climate change strategies, plans and associated projects.
2. To support the development, delivery and monitoring of the council's Energy Strategy for reducing carbon emissions in the borough.
3. To initiate, develop, manage and support design and delivery of projects which enable decarbonisation of Lambeth's energy and buildings, including both the council's assets and borough-wide projects.
4. To identify and secure external funding for energy and buildings decarbonisation projects.
5. Supports and promotes a corporate culture of sustainability and climate change awareness.
6. Provides climate change and sustainability technical support on buildings and energy projects to other officers across the council's directorates.

Specific responsibilities of post

Technical analysis and information

1. Review reports from other service areas as a consultee to comment on implications for climate change and energy.

2. Produce and gather data and analysis needed to enable the council, partners and stakeholders to develop carbon reduction, air quality and adaptation improvement plans and to monitor progress.
3. To provide technical advice to the council and other partners on decarbonisation of buildings, energy efficiency improvements and renewable energy solutions. To also provide advice on financing models and to develop funding bids.
4. Respond to queries from Councillors, Media and other stakeholders in accordance with council procedures.

Projects and Project Management

1. Lead awareness raising, revenue projects and capital programmes to reduce carbon emissions, to improve air quality, to adapt to climate change and to deliver the Climate Change and Sustainability Work Plan.
2. To project manage the development and implementation of specific project work packages, adopting project management practices and engaging with internal and external partners and stakeholders as required.
3. To proactively and collaboratively work with communities, organisations and other stakeholders to deliver projects at a neighbourhood level, based on pre-determined priorities.
4. To set up and maintain systems for maintaining, controlling and updating project and programme documentation, ensuring information is up to date and can be readily retrieved. To ensure project and programme management information is produced in a clear, concise and timely fashion for internal and external bodies.
5. Matrix manage the Climate Change and Sustainability Technical Officer when working on joint projects.

Policy and Strategy

1. Represent the authority on sustainability issues at local and regional level in order to influence opportunities, strategies, policies, funding, and codes of practice in ways that best serve the needs of the people and businesses of Lambeth.
2. To contribute to the development and implementation of the borough's retrofit and energy strategy.
3. Promote and ensure delivery of relevant policies and strategies across the Council, partner organisations, communities and businesses.
4. Keep abreast of legislation, national and regional policy and best practice relating to climate change, energy, air quality and other areas of sustainability.
5. To commission research, insight, evaluation and services necessary to inform or deliver strategy. To secure value for money for the council and manage contracts effectively to achieve agreed outcomes, complying with procurement policy.

Communication and Engagement

1. To deliver effective communication and engagement strategies and activity to inform and enable residents, staff, stakeholders and partners to contribute to the borough's climate change response and air quality work and to facilitate greater collaboration.
2. Work with colleagues in the corporate communications team, to coordinate the team's social media plans and activity, strengthening online networks to improve awareness and the impact of the borough's climate change and air quality work.
3. To work with the team, partners and internal stakeholders to share data and insight that enables others to act on the climate emergency and air quality.
4. To provide support where appropriate to partnerships of community groups, residents, businesses or stakeholders to form and operate effectively to respond to climate change and air quality objectives.
5. Build relationships, awareness and support for energy and buildings decarbonisation initiatives, projects, and campaigns within the council and with key external stakeholders, including residents, businesses and other public sector organisations.
6. Align the council's climate change response with other initiatives to tackle fuel poverty.

Finance

1. Monitor and control expenditure, employing financial systems to monitor spend for projects leading on.

Management

1. To deputise for the Climate Change and Sustainability Technical Lead and Climate Change and Sustainability Programme and Partnerships Lead where necessary.
2. Take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others: Management Compliance Charter, Environmental Policy, Data Protection Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.
3. Take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Person Specification

Climate Change, Energy and Buildings - Senior Project Officer (PO5)

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with a Tick (✓) on the person specification when you complete the application form.</p>			Short listing Criteria
<i>Education</i>	Q1	<p>A degree level qualification in a relevant discipline and evidence of continuing professional development, or experience and evidence of professional development where no degree is held</p> <p>For current employees, there is an expectation that they will hold or be willing to work towards a relevant qualification.</p>	
<i>Key Knowledge</i>	K1	Knowledge of current climate change and sustainability policy issues affecting local authorities, relevant legislation and statutory duties	A✓
	K2	Knowledge of producing and implementing technical solutions to decarbonise buildings, improve energy efficiency and install renewables.	
	K3	Knowledge of environmental services issues within the urban context	
	K4	Knowledge of local authority policy, structures and protocol with regards to the democratic process, consultation, financial operation and procurement	
<i>Relevant Experience</i>	E1	Successful experience of working in an environment where influence, negotiation and persuasion are significant levers to progress	
	E2	Experience of financial systems and budget management	
	E3	Experience of working within a project team to implement defined projects to agreed outputs and agreed deadlines	
	E4	Experience of using project and programme management techniques	A✓
	E5	Experience of commissioning projects and programmes of work from a range of providers, including contract negotiation and contract management	A✓

	E6	Experience of designing, developing business cases, funding and implementing projects to improve energy efficiency and reduce carbon emissions in buildings and generate renewable energy.	A✓
	E7	Good interpersonal skills with experience of working with a wide range of organisations and individuals, including directly with members of the community	A✓
Key Behaviours		Focuses on People: is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. Put people at the heart of our work, after all that's our business. It's about making our processes fit people.	
		Takes Ownership: is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development.	
		Works Collaboratively: is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results.	
		Communicates Effectively: is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation.	
		Focuses on Results: is about ambition and achievement. It's about making sure we are working towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better.	A✓