

Sustainability Officer

Role Profile

Service/Team	Climate, Resource & Sustainability
Reports to	Strategic Lead – Climate, Resource & Sustainability
Responsible for	
Number of posts	1
Post number	
Career Grade	

My job improves the quality of life for the people of Bournemouth Christchurch and Poole by helping to tackle the Climate and Ecological Emergency through delivering actions across the Council and the community to reduce carbon emissions and monitoring progress.

Job Overview

Working with colleagues in the Climate, Resource & Sustainability Team, the Sustainability Officer will support the wider programme of Climate Action to mitigate future carbon emissions and improve the Council and wider area's resilience to the impacts of extreme weather and climate change. This involves working across the council and with the community to ensure that projects and programmes are aligned to reduce carbon emissions. The post holder will also collate, interpret, and present data to report on progress towards positive outcomes for the climate emergency, a sustainable future and residents of Bournemouth, Christchurch, and Poole.

Key Responsibilities

- Work with members, officers, partners, and the community to develop and deliver projects.
- Support and contribute to multi-disciplinary teams to deliver climate and ecological projects across the Council.
- Support the identification, development, and submission of funding bids.
- Monitor and evaluate performance of projects relating to climate change, including collating, and reviewing data and reporting on progress.
- Engage with climate change networks and forums locally, regionally, and nationally to help inform the Council's response to the climate emergency.
- Collect and manage carbon emission data relating to the Council and area to report progress against targets and aid informed decision making.
- Provide climate change advice, guidance, and expertise to officers across the council to assist corporate delivery of climate change objectives.
- Undertake research and information gathering on a range of environmental, social, and economic datasets to evaluate, inform and monitor policy impacts.
- Work with colleagues in the Climate Action team and Communications Team to promote the work of the Council.

- Contribute to briefings and reports on all aspects of the council's climate change work including advice in respect of legal and regulatory requirements and the risks of non-compliance.
- Establish and maintain effective working arrangements with stakeholders and partners to ensure projects are undertaken in an effective and efficient manner.
- Represent the Council at meetings and present detailed advice and reports in adherence with the best professional standards.
- Actively promote an inclusive approach to climate change and equalities issues through the application of the Council's equalities practices and procedures and in accordance with relevant legislation.
- Support the delivery of carbon literacy training and behavioural change programmes across the council.
- Support in the delivery of climate and ecology policy and changes to legislation.
- Deputise for line-manager when necessary and contribute to team success by sharing constructive feedback and ideas for improvement.

Specific Qualifications and Experience

- Educated to degree level or be able to demonstrate equivalent knowledge, skills, and aptitude.
- Good knowledge and understanding of a range of climate change and environmental sustainability issues.
- Knowledge and understanding of ICT, procedures, and regulatory requirements of large and complex public service organisations.
- Experience of researching, analysing, and presenting data and information for specialist and non-specialist audiences.
- Delivering projects with a wide range of internal and external stakeholders.
- Ability to ensure excellent judgement in making evidence-based decisions.

Personal Qualities & Attributes

- Ability to communicate effectively to a range of audiences.
- Ability to analyse and present data to explain a problem and tell a story.
- Ability to meet deadlines, prioritise, progress work and have good attention to detail.
- Customer focused and driven by the achievement of high standards and achievements through service/business delivery.
- Emotionally intelligent, self-aware, and keen to constantly develop your work and approach based on feedback.
- Ability to find solutions for complex problems and suggest ways to improve outcomes.
- Keen to increase knowledge by learning from colleagues, on the job training and further qualifications.

Job Requirements

- Up to date knowledge of climate science and legislation
- Must be able to travel, using public or other forms of transport where viable, or by holding a valid UK driving licence. Requirement to travel to locations across Bournemouth, Christchurch, and Poole, possibly further on occasion.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.