

Job Description

Job title	Climate Response Development Officer
Directorate	PLACE : Regeneration, Culture and Environment
Division	Sport, Greenspaces and Climate Response
Range	MPR 4
Reports to	Climate Response Team Leader

Main purpose of the job:

<To deliver and monitor the agreed Climate Change Action Plan, with responsibility for ensuring successful delivery of identified Sport, Greenspaces and Climate Response service actions within the action plan

To undertake engagement work related to Climate Change with internal and external stakeholders

To undertake project work related to Climate Response for the wider organisation.

To implement the plan to support and achieve the measures within the emerging Climate Change Action Plan

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

Accountabilities and outcomes:

To support the Climate Response Manager in organising and supporting groups and meetings for the delivery of the climate change action plan, including internal and external stakeholders

Monitoring the delivery and report against the progress made against Medway's action plan.

Responsibility and accountability for the effective delivery of specific targets set out in the Climate Change action plan

Collaborate with the Council's Communications Team and other colleagues across the Council to ensure the measures within the Climate Change Action Plan are achieved.

To lead on marketing and promotional campaigns, events and exhibitions to increase awareness of the issues and development opportunities in the area. Be proactive and proficient in the use of social media to promote the council's priorities, activities and achievements.

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To be responsible for the preparation and publication of information on the council's website and in other publications in respect to Climate Response, ensuring it provides clear, concise and meaningful information for Medway's community.

To support the Climate Response Manager and other managers within the Council on the delivery of projects related to Climate Change. Build links with other departments in maximising the Council's opportunities to take advantage of external funding to engage in climate change related projects.

To ensure all projects are delivered within the timeframe and budget agreed with the Climate Response Manager and Head of Service.

To assist the development of the policies and guidelines to underpin the development of the Climate Change Action Plan.

To promote the Climate Change action Plan within the Council and across Medway.

To support the collection and monitoring of performance data, to undertake analysis of statistical information and benchmarking to inform leadership decision making.

Engage with relevant external stakeholders to develop positive relationships with community groups, develop partnerships, share knowledge and experience, and explore the potential for collaboration.

Collaborate with support groups for the delivery of the climate change action plan.

To ensure all projects and campaigns are delivered in a cost effective way and within budget, exploring and applying for external funding streams where appropriate.

To support the Climate Response Manager in responding to enquiries, including complaints and information requests, in relation to the Council's response to climate change and the climate change action plan.

To deputise for the Climate Response Manager at internal and external meetings and events.

To support colleagues across the wider service as required by the Climate Response Manager and Head of Service.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

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Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

Organisation:

This role reports to the Climate Response Manager

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

Person specification

All criteria at level A are considered essential unless stated otherwise.

Qualifications

Level A

- Higher Education qualification in environmental science or climate response or a related subject relevant to the requirements of the post i.e. Level 2 Certificate in understanding climate change and environmental awareness (NCFE)
- Good standard of education, minimum 5 GCSEs grade 9-4 (or equivalent) including in Maths and English

Level B (in addition to level A criteria)

- Completion of Level 3 apprenticeship business administration or relevant equivalent to be agreed e.g. GIS qualification
- Evidence of ongoing continuous professional development e.g. Carbon Literacy training
- [Level C \(in addition to levels A and B\)](#)
- Commencement of Level 5 apprenticeship leadership and management or relevant equivalent to be agreed e.g. IEMA Foundation Certificate in Environmental Management
- Evidence of ongoing continuous professional development e.g. IEMA Pathways to Net Zero, IEMA Environmental Sustainability Skills for Managers, IEMA Environmental Sustainability Skills for the Workforce, IEMA Leading with Environmental Sustainability

Knowledge

Level A

- Knowledge and understanding of contributing to a team plan and objective setting, initiating ideas for managing workloads
- Knowledge of how climate change affects ecosystems, biodiversity, and natural resources
- Understanding of sustainable resource management and carbon accounting
- Understanding of international, national, and local climate policies
- Understanding of local government climate responsibilities

Level B (in addition to level A criteria)

- Knowledge of climate change policy and guidance and turn theory into practical solutions.
 - Effective understanding of budget monitoring using Council financial systems.
 - Effective monitoring of Climate Change action plan through use of the Council monitoring and reporting system
 - Knowledge of wider marketing resources, e.g. social media platforms
 - Knowledge of the Climate Change Act 2008
 - [Level C \(in addition to levels A and B\)](#)
 - Knowledge of working with the Council's Communications Team and other colleagues across the Council to prepare and implement a Communications and Engagement Strategy, including website and social media management
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Experience

Level A

- Relevant experience in environmental science or climate change
- Experience in communicating with an audience via web media
- Experience communicating at all levels and between public and private organisations.
- Experience of developing communications projects
- Experience of working on climate change / environmental projects
- Experience of data collection

Level B (in addition to level A criteria)

- Experience of undertaking work that requires a range of imaginative solutions and responses and involves application of fresh and innovative thinking
- Experience of applying practical, procedural, organisational and policy knowledge around climate change whilst turning theory into practical solutions.
- Experience of working with communities to co-design and deliver local climate action projects
- Experience of facilitating workshops, consultations, or public events to raise awareness and gather input
- Experience of supporting projects from inception to delivery

- **Level C (in addition to levels A and B)** Experience of taking initiative in situations and identifying own development needs
- Experience of working with others to share best practice and new knowledge.
- Experience of analysing and interpreting complex information and situations.
- Experience of planning ahead and having the ability to respond positively to change
- Experience of monitoring the progress of projects/tasks and producing written reports/updates.

Skills

Level A

- Commitment to equality and diversity, seeking to remove barriers that may prevent people accessing services.
- Ability to interpret climate change data and apply systems thinking to assess risks and opportunities
- Project skills in planning, executing, and evaluating climate related projects
- Familiarity with tools to assess the effectiveness of climate interventions
- Effective communication skills to lead workshops, consultations, and public events
- Proficient in the use of Microsoft Word, Excel, and Outlook

Level B (in addition to level A criteria)

- Ability to develop solutions or plans which take time to formulate
- Effective communication skills with the ability to present complex information to embed climate resilience into core functions
- Ability to develop effective working relationships with colleagues, elected members, project partners and key stakeholders
- Ability to coordinate across teams and manage multiple stakeholders

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Level C (in addition to levels A and B)

- Excellent level of presentation skills and ability to use relevant presentation software.
- Ability to work independently making decisions without referring to a supervisor/line manager, when necessary.
- Ability to adopt an imaginative and innovative approach
- Ability to track progress, measure impact and adjust strategies based on data and feedback
- Ability to use analytical skills to interpret complex information and situations.