

Climate Response Development Officer (Post Nos: 15441 & 15442) – Range 4			
Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished/Expert)
<p>See Job Profile for full duties. Main duties include:</p> <p><i>To deliver and monitor the Climate Change Action Plan</i></p> <p><i>To undertake engagement work related to Climate Response collaborating with internal and external stakeholders</i></p> <p><i>To undertake project work related to Climate Response for the wider organisation.</i></p> <p><i>To implement the plan to support and achieve the measures within the emerging Climate Response Action Plan.</i></p>	<p><u>Requirements at this level:</u></p>	<p><u>Requirements at this level in addition to level 4A:</u></p> <ul style="list-style-type: none"> Complete a satisfactory 18-month period as Range 4A Climate Response Development Officer (CRDO) 	<p><u>Requirements at this level in addition to level 4A and 4B:</u></p> <ul style="list-style-type: none"> Complete a satisfactory 24-month period as Range 4B CRDO application process to Range 5 position available when relevant service or wider service vacancy arises
	<p><u>Qualifications</u></p> <ul style="list-style-type: none"> Education qualification in environmental science or climate response 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 	<p><u>Qualifications</u></p> <ul style="list-style-type: none"> Completion of Level 3 apprenticeship business administration or relevant equivalent e.g. GIS qualification Evidence of ongoing continuous professional development e.g. Carbon Literacy training 	<p><u>Qualifications</u></p> <ul style="list-style-type: none"> 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
	<p><u>Knowledge</u></p> <ul style="list-style-type: none"> 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 	<p><u>Knowledge</u></p> <ul style="list-style-type: none"> 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 	<p><u>Knowledge</u></p> <ul style="list-style-type: none"> 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
	<p><u>Experience</u></p> <ul style="list-style-type: none"> 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 	<p><u>Experience</u></p> <ul style="list-style-type: none"> 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 	<p><u>Experience</u></p> <ul style="list-style-type: none"> 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

	<ul style="list-style-type: none"> Experience of working on climate change / environmental projects Experience of data collection 	<ul style="list-style-type: none"> Experience of facilitating workshops, consultations, or public events to raise awareness and gather input Experience of supporting projects from inception to delivery 	<ul style="list-style-type: none"> Experience of monitoring the progress of projects/tasks and producing written reports/updates.
	Skills <ul style="list-style-type: none"> 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 	Skills <ul style="list-style-type: none"> 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 	Skills <ul style="list-style-type: none"> 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.

Climate Response Team Leader (Post No: 15003) – Range 5

Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished/Expert)
<p>See Job Profile for full duties. Main duties include:</p> <p><i>To lead the development, and delivery of Medway's response to the declared climate change emergency.</i></p> <p><i>Consultation, development, and implementation of Medway's climate change action plan in collaboration with colleagues and stakeholders.</i></p> <p><i>To lead the climate response team to implement the delivery of the action plan</i></p> <p><i>Initiate, develop and implement positive two-way working relationships and service partnerships, with other teams within the Council, to co-ordinate</i></p>	Requirements at this level:	Requirements at this level in addition to level 5A: Complete a satisfactory 18-month period as a Range 5A team leader	Requirements at this level in addition to level 5A and 5B: Complete a satisfactory 24-month period as a Range 5B team leader <ul style="list-style-type: none"> application process when required to support individual development or Range 6 position available when relevant service or wider service vacancy arises.
	Qualifications <ul style="list-style-type: none"> Degree level qualification in environmental science or climate response or a related subject relevant to the requirements of the post e.g. NPA Climate Change and Sustainability SCQF level 3 and 4 	Qualifications <ul style="list-style-type: none"> Completion of a Level 5 Management and leadership course or relevant equivalent e.g. IEMA 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, ISO 14001: 2015 Lead Environmental Auditor 	Qualifications <ul style="list-style-type: none"> Commencement of level 6 Chartered Management Apprenticeship or relevant equivalent level 6 to be agreed Evidence of ongoing continuous professional development.
	Knowledge <ul style="list-style-type: none"> Knowledge of climate change, carbon management and the challenges of becoming carbon neutral. 	Knowledge <ul style="list-style-type: none"> Knowledge and understanding of translating the council's Core Values into practice at work. 	Knowledge <ul style="list-style-type: none"> Knowledge of developing plans for the medium term (several months up to a year) to ensure that work is completed to the standard and timescales required.

<p><i>the effective development and delivery of the climate change action plan</i></p>	<ul style="list-style-type: none"> • Knowledge and experience of partnership working with a broad range of individuals and stakeholders. • Successfully communicates corporate message to the teams and, ensures all teams are aware of how his/her roles fits in with the council's objectives and values. • Understanding councils' financial procedures, with responsibility for expenditures from an agreed budget. • Knowledge of how climate change affects ecosystems, biodiversity, and natural resources and how to implement policy for change across services • Strong understanding of international, national, and local climate policies 	<ul style="list-style-type: none"> • Knowledge and understanding of the organisation's priorities and how their role fits in and can explain this to others • Knowledge of the full range of procedures, policies and concepts involved in the role • Knowledge of wider marketing resources, managing social media platforms to enhance messaging for the service • Knowledge of the government legislation in relation to Climate Change Act 2008, and how this affects local government policy setting 	<ul style="list-style-type: none"> • Knowledge of overseeing the commissioning and management of external consultants. • Good knowledge and understanding of risk management
	<p><u>Experience</u></p> <ul style="list-style-type: none"> • Experience of project management or project management support in a local authority environment. • Experience of setting and achieving targets for the wider team within Climate response • Experience of working within an agreed budget while providing effective service delivery • Experience in leadership and managing staff in a climate response role. • Experience of initiating, developing, and implementing positive two-way working relationships and service partnerships with other teams 	<p><u>Experience</u></p> <ul style="list-style-type: none"> • Experience of offering solutions for improvements to working practices and identifies where more efficient working could make savings. • Experience of monitoring the effects of own decisions and prepared to take ownership for own actions. • Experience of setting clear direction for, developing, managing, and coaching productive, high performing teams • Experience of researching, collecting, and analysing appropriate information, relevant research studies, government initiatives, evidence base, policy, new legislation, and behaviour change programmes to assist in the development and delivery of the project • Experience of being accountable for finance from an agreed budget or income, and including setting, monitoring and ensuring effective spend of budget • Experience of working with communities to co-design and deliver local climate action projects • Experience of leadership roles in workshops, consultations, or public events to raise awareness and gather input • Experience of delivering projects from inception to delivery 	<p><u>Experience</u></p> <ul style="list-style-type: none"> • Experience of managing problems as they arise, acts decisively and within limits of authority. • Experience of contributing to the development of workforce plans and procedures • Experience of dealing with deficient performance / conduct / attendance issues and employee grievances and concerns, appropriately • Experience of working with colleagues across the Council to develop systems and procedures to embed sustainability into all council policies and projects and develop systems to ensure the effectiveness of sustainability in all policies is monitored on an ongoing basis and continually reviewed.
	<p><u>Skills</u></p> <ul style="list-style-type: none"> • Ability to lead a team • Adapts well to new ways of working • Ability to identify, collect, analyse, interpret, and present data and information both in written and verbal communication • Excellent written and verbal communication skills, including ability to present information to stakeholders at various levels. • Can work effectively alone and manage own workload as well as work as part of a team. 	<p><u>Skills</u></p> <ul style="list-style-type: none"> • Ability to liaise with other authorities engaged in climate emergency work to develop positive working relationships. • Shows a willingness to keep abreast of developments in his/her area of work • Ability to manage a multifaceted project and use the principles of project management to plan, prioritise, deliver, monitor, report and meet deadlines. • Ability to analyse and interpret varied and complex information to develop strategies and solutions over the long term. 	<p><u>Skills</u></p> <ul style="list-style-type: none"> • Able to work independently and deal with unexpected problems and situations with confidence. • Confident in dealing with unusual situations where there are no recognised procedures in place. • Follows good financial practice in accordance with local requirements, as set out in financial regulations and procedures.

	<ul style="list-style-type: none"> Be able to negotiate, and to persuade and influence stakeholders, groups, and individuals to get involved with the project and change behaviour Proficient in the use of Microsoft Word, Excel, and Outlook 	<ul style="list-style-type: none"> Thinks creatively to find solutions and provide responses Ability to supervise, co-ordinate or train other employees where required and/or can provide information and advice on internal procedures related to employees. 	
Climate Response Manager (Post No: 16701) – Range 6			
Main Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished/Expert)
<p>See Job Profile for full duties. Main duties include:</p> <p><i>To be the management lead and co-ordinator on the delivery of Medway's response to Climate Change, leading Service Managers to ensure climate change is embedded in all existing and new service delivery.</i></p> <p><i>Undertaking regular reviews of progress in relation to the Medway Climate Change Action Plan, establishing and maintaining programme documentation, identifying key risks and opportunities for delivery and establishing and commissioning workstreams where appropriate across Medway and externally</i></p> <p><i>Implement performance management systems to ensure accurate monitoring of the work of the service.</i></p> <p><i>To manage the climate response team to ensure the strategic delivery of the action plan.</i></p> <p><i>To work as part of the wider service management team to ensure the service delivers its objectives efficiently and effectively in line with the needs of the division and directorate</i></p>	<p><u>Requirements at this level:</u></p>	<p><u>Requirements at this level in addition to level 6A:</u> Complete a satisfactory 18-month period as a Range 6A manager</p>	<p><u>Requirements at this level in addition to level 6A and 6B:</u> Complete a satisfactory 24-month period as a Range 6B manager</p> <ul style="list-style-type: none"> application process when required to support individual development or Range 7 position available when wider service vacancy arises.
	<p><u>Qualifications</u></p> <ul style="list-style-type: none"> Degree level qualification in environmental science or climate response e.g. Institute of Environmental Management & Assessment (IEMA) Diploma in Sustainable Business Practice 	<p><u>Qualifications</u></p> <ul style="list-style-type: none"> Completion of level 6 Chartered Management Apprenticeship or relevant equivalent level 6. 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, ISO 14001: 2015 Lead Environmental Auditor 	<p><u>Qualifications</u></p> <ul style="list-style-type: none"> Evidence of ongoing continuous professional development increasing Skills, knowledge, and behaviours for the role.
	<p><u>Knowledge</u></p> <ul style="list-style-type: none"> Detailed knowledge of practical, procedural, organisational and policy knowledge in climate change, carbon management and the challenges of becoming carbon neutral. Detailed knowledge and understanding of the working of local government and how climate response will be imbedded in service delivery plans across a wide range of services Knowledge of using advanced theoretical/practical/procedural/organisational /policy knowledge across several specialist areas. Knowledge, understanding and compliance with the council's Core Values and priorities and the impact of the role and/ team in enabling the council to effectively meet its priorities. 	<p><u>Knowledge</u></p> <ul style="list-style-type: none"> Excellent knowledge of strategy development and implementation Excellent knowledge of project management principles Considerable knowledge and experience of partnership working with and influencing a broad range of individuals and stakeholders. Detailed knowledge of specialist climate response issues and impacts of the wider strategic environmental protection role. Extensive knowledge in displaying a range of expertise where the opportunity and need for imaginative thinking is not limited to defined policies. Detailed knowledge across a wide range of Council Services to ensure lead role in Climate Change can be delivered. 	<p><u>Knowledge</u></p> <ul style="list-style-type: none"> Excellent working knowledge of the legislation, statutory guidance, circulars, and technical literature relevant to the services provided by the department/service.

	<p><u>Experience</u></p> <ul style="list-style-type: none"> • Proven experience of communicating and engaging with a variety of stakeholders, internal and external, at all levels and influencing outcomes • Proven experience of building and maintaining strong partnerships internally and externally. • Compelling evidence of experience of working and succeeding in a performance culture. • Experience of dealing with deficient performance/conduct/attendance issues and employee grievances and concerns, appropriately for wider services. 	<p><u>Experience</u></p> <ul style="list-style-type: none"> • Experience of managing all stakeholder expectations and communicates effectively when making plans or dealing with organisational change. • Extensive experience of providing information to help others understand policies and procedures • Experience of consistently offering fresh ideas and innovative solutions to problems. • Design and deliver workshops, consultations, or public events to raise awareness and gather input 	<p><u>Experience</u></p> <ul style="list-style-type: none"> • A record of accomplishment of successfully delivering and managing complex, high-quality projects, to time and budget. • Extensive experience working in Strategic Environmental Protection. • Experience of exposure to the public and regular contact with senior officers. • Extensive experience and sound political awareness and ability to communicate with a range of audiences. • Experience of monitoring the effects of own decisions and prepared to take ownership for own actions • Extensive experience of carrying out tasks which impact on the wellbeing of people, including assessing needs, implementing regulations, providing guidance on internal procedures and interpreting policies and procedures to meet specific circumstances or problems.
	<p><u>Skills</u></p> <ul style="list-style-type: none"> • The ability to turn theoretical knowledge into practical applications, or an equivalent level of organisational, procedural and policy knowledge. • Excellent interpersonal and team working skills, and a proven ability to form partnerships, motivate, enthuse, and drive individuals. • Ability to take responsibility for line managing others, providing direction, monitoring progress, and empowering them to achieve objectives, and demonstrable experience of providing guidance on internal policies and procedures relating to employees, and interpret them based on the needs of individual situations. • Ability to follow good financial practice in accordance with local requirements, as set out in financial regulations and procedures. • Ability to demonstrate passion and enthusiasm for sustainability and the need for carbon reduction • Commitment to self-development • Proficient in the use of Microsoft Word, Excel, and Outlook 	<p><u>Skills</u></p> <ul style="list-style-type: none"> • Ability to monitor the effects of decisions, taking account of risks and being prepared to take ownership of actions, and modify own and others work practices where necessary. • Can analyse and interpret varied and complex information Develops strategies and solutions for the long term • Can interpret and analyse detailed, comprehensive information and use it to develop options and/or present innovative solutions • Uses well developed communication skills to present complex/sensitive information in an understandable way, to a range of audiences 	<p><u>Skills</u></p> <ul style="list-style-type: none"> • Can think strategically and assess the “bigger picture.” • Effectively undertakes long term planning. • Adapts well to new ways of working • Effectively prioritises and plans own and team's (if appropriate) work to achieve successful completion of project/programme. • Ability to provide advice, guidance and information and constructive feedback, to enable employees to carry out their roles effectively • Ability to work independently within defined procedures, and can work outside of procedures, making decisions without referring to a supervisor/line manager, where necessary.