

Richmondshire District Council
Planning
Job Description

Job Title	Climate Change Officer	Post Number	Plan DEV 10
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Main purpose of job:

To be responsible for managing the provision of specialist services to deliver sustainable development, carbon reduction and climate change adaptation across all corporate functions of the Council. Deliver policy and outcomes for the Council on energy management, carbon reduction and sustainability including the formulation, reviewing and updating of an action plan to meet the carbon neutral aspirations of the Council.

Supervisory/Managerial responsibilities:

None

Supervision and guidance:

Planning Manager

Range of decision making:

The job involves dealing with a varied case load of planning applications and other planning related work within the Development Management function of the Council. This includes making recommendations to Councillor and Senior Management Team about the direction and focus of climate change work.

Responsibility for assets, materials, etc:

None.

Principal duties and responsibilities:

1. To contribute to forward direction and service planning, financial management, development of corporate policy, ensuring compliance with statutory European and national requirements, provision of specialist advice and ensuring the effective delivery of a programme of outcomes for the Council.
2. To ensure that the Council meets its statutory requirements and to lead on performance monitoring and reporting.
3. To monitor designated budgets ensuring that the Council achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.
4. Oversee development of the Council's policy on sustainability, carbon reduction and climate change through the review and updating of the Council's Climate Change Action Plan.
5. Ensure that corporate plans and strategies comply with EU regulations and national statutory requirements including CO2 emissions reduction targets.
6. Undertake business development to assist in the development of a specialist service to be offered externally to generate income.
7. Support Service Planning and performance management across the different areas of service.
8. Contribute to the management of the Council's utility portfolio (electricity, gas and water) contract and examine opportunities to deliver savings and efficiencies.
9. Manage the provision of specialist assessments including Display Energy Certificates for public buildings, BREEAM assessment of new developments, Sustainability Appraisal of planning documents, and specific planning advice etc.
10. Prepare and present advice, training and reports to members of the Council and represent the service at appropriate committees.
11. To encourage and facilitate carbon reduction across all aspects of the Council's

land and buildings including housing stock and new build housing. To support and advise on renewable energy installation.

12. To lead staff awareness/training and behavioural change programmes, along with developing and supporting delivery against a Carbon Reduction Action Plan.

13. To develop a delivery programme to enable the Council to meet its carbon reduction target and its environmental performance requirements.

14. To lead, monitor and report progress against European, national, regional and Council targets and coordinate responses to national and regional consultations.

15. Examine opportunities for funding and lead on funding applications.

16. To maximize engagement with stakeholders on all aspects of sustainability, carbon reduction and climate change adaptation.

17. Support other departments including Private Sector Housing in carrying out projects and activities that reduce fuel poverty and hardship across the borough.

18. To lead and support the development of service level agreements, develop new sources of income, market services to other public and private sector bodies and develop partnerships with private sector companies, etc.

19. The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head of Service.

20. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.

21. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.

22. Carry out your role in line with the Council's Equality agenda.

23. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.

24. Lead the preparation and presentation of reports to both the officer and member-led Climate Change Working Groups.

25. Collaborate with others to generate and develop project ideas and support their successful delivery.

26. Keep up to date with regional and sub regional climate change activity and engage with national and sub-regional officer networks and forums.

Contacts:

- Statutory agencies
- Voluntary agencies
- Community Groups
- Councillors
- Council officers at all levels
- General public
- Other Councils
- Planning Inspectorate
- Infrastructure providers

Special Conditions of Service Grey Fleet

Compiled by: CMc	Assessment Date: March 2020
Compiled date: March 2020	Assessed by: JH/EEML
	Post Grade: Grade 10

Job Description
agreed by postholder.....

Date.....