

Richmondshire District Council

Person Specification

Climate Change Officer

Criteria will be assessed via the submitted application form (A), and Interview (I), or both (A,I)

	Essential	Desirable
Qualifications	<ol style="list-style-type: none"> 1. A good standard of general education, to GCSE level or equivalent (A) 2. A relevant degree/higher level qualification/technical qualification/professional qualification or equivalent, or sufficient, relevant work experience in a related field (A) 	<ol style="list-style-type: none"> a. Education to degree level or equivalent in a related discipline. (A) b. Post graduate qualification in a related discipline. (A) c. Membership of a relevant professional body. (A)
Experience	<ol style="list-style-type: none"> 3. Experience of applying the principals of carbon reduction and climate change adaptation (I) 4. Experience of developing, implementing, monitoring and reviewing policies, procedures or action plans (A, I) 5. Experience of project delivery. (A,I) 6. Experience of collaborating with others on project development and project delivery, both within and outside of the organisation (I) 7. Awareness and understanding of the roles of local government and other organisations across the District and wider sub-region. (I) 	<ol style="list-style-type: none"> d. Experience of delivering awareness programmes. (I) e. Experience of Carbon Reduction Commitment, Display Energy Certificates, sustainable construction and other specialist areas. (I)
Knowledge	<ol style="list-style-type: none"> 8. Knowledge and understanding of national and international legislation, policy and strategy on Sustainability, Carbon Reduction, Climate Change adaptation and energy management (I) 9. Understanding of energy 10. management and carbon reduction technologies. (I) 	<ol style="list-style-type: none"> f. Experience of working in a local authority or equivalent environment (A) g. Experience of undertaking appraisals and assessments for sustainability and carbon reduction. (I)
Personal aptitudes and skills	<ol style="list-style-type: none"> 11. Ability to communicate both orally and in writing to a wide range of audiences including senior managers and Councillors (including ability to write clear and concise reports and presentations). (A, I) 12. Proven ability to undertake effective research (A,I) 13. Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet strict deadlines (I) 14. Ability to work successfully as part of a team (A) 15. IT Literate, capable of using MS Word / Excel and office packages (I) 16. Ability to generate project and develop project ideas. (I) 	<ol style="list-style-type: none"> h. Personal commitment to the principles of sustainable development and carbon reduction (I)
Other requirements	<ol style="list-style-type: none"> 17. Valid Driving Licence and access to vehicle for work purposes (A,I) 18. Attendance at Committee and other meetings of community groups out of hours (I) 	