

JOB DESCRIPTION

Job Title:	Climate Action Manager		
Service:	Environmental Services	Directorate:	Communities
Post No:	TBC	Grade:	K
Responsible to:	AD – Environmental Services	Responsible for:	The co-ordination of officers across the Council

Key Objectives:	
1	To lead, develop and implement actions to help achieve the Council's strategic priorities as set out in the Business Plan and key supporting themes.
2	To lead, develop and implement, environmental sustainability services and projects throughout the Council in response to the Council's declaration of a Climate Emergency in 2019.
3	To lead, develop and implement the Council's Climate Action Programme and Carbon Management Plan 2022-25.
4	To lead, review and develop the Council's response to the challenges faced by Climate Change including policy and strategy across all Council services.
5	To proactively seek opportunities to deliver aspects of the Council's Climate Emergency motions and emerging action plans, including securing external funding to support the delivery of the Vision.
6	To lead, establish and develop effective working relationship with all partner organisations to support the achievement of the Council's strategy priorities including Oxfordshire County Council and Oxfordshire District/City councils, Future Oxfordshire Partnership, Oxfordshire Local Enterprise Partnership and Oxfordshire Greentech network.
Principal Duties and Responsibilities:	
7	To produce technical and financial appraisals to support external funding bids including representing the Council in interviews, assessment and delivery of pitches.
8	To provide briefs and tender documents and procure the services of consultants, in accordance with the Council's policies and practices, to support the delivery of projects and services.
9	To deliver a range of projects that support the aims of the Council in relation to its Climate Emergency declaration. This would include direct delivery, commissioning others and establishing partnerships to deliver the projects included within the Council's emerging action plan.
10	To manage project budgets and keep records and provide reports for the Overview and Scrutiny Committee and other committees as required, as well as reporting to external funding bodies.
11	To provide Sustainability and Energy advice to the Council's Planning Policy team in the review of the Cherwell Local Plan and the development of the Oxfordshire Plan 2050
12	To supervise, direct and manage the work of project teams, including internal and external resources and consultants and volunteers.

13	To develop the robust collection and reporting of energy/carbon/ water data to meet the ambitions of the Climate Action motion.
14	To seek reductions in CO2 emissions by working in partnership with other colleagues throughout the Council by providing technical and practical advice, including leading the Cherwell Climate Change Champions group.
15	To represent the Council on a variety of consultative bodies and events within the District and at a regional and national level, including, on request, to formulate responses to consultations.
16	To promote good environmental practice throughout the Council and provide professional advice. To support and encourage people to consider issues of sustainability and the impact of carbon and energy. Lead the Cherwell Climate Change Champions group
17	To support services and projects in Cherwell District Council when requested
18	To gather community intelligence for the benefit of all Council services
19	To provide input into the communications work to promote the work of the Council climate action recognising the political priority.
20	To undertake other duties as directed from time to time by the Manager consistent with the responsibilities and grading of the post.

PERSON SPECIFICATION

	Essential		Desirable	
Qualifications			1	Master's Degree in environmental or scientific subject
	1	Degree in relevant subject	2	Local Authority experience
			3	Renewable technology experience
Experience	2	Demonstrable experience of environmental sustainability such as energy management and energy efficiency	1	Local Authority experience of Sustainability and Energy in Planning Policy
	3	Significant experience of delivering and managing energy and sustainability projects		
	4	Experience of working with a wide range of stakeholders including members and consultants		
	5	Experience of achieving external funding		
	6	Budget control		
	7	Experience in data gathering, management and analysis		
	8	Dealing with complex environmental issues		
Knowledge	9	Knowledge of the following policy areas; building energy policy, travel policy, sustainable procurement, adaptation, low carbon economy, carbon sequestration, investment and particularly low carbon planning.	5	Knowledge of current funding sources to deploy on environmental and energy projects in the public sector
	10	Procurement, Publicity, Marketing & PR		
	11	Knowledge of energy efficiency techniques and principles		
	12	Strong knowledge of environmental issues		
	13	Knowledge of energy data input models and complex energy calculations		

	14	Knowledge of current carbon reduction legislation		
	15	Knowledge of ISO 14001, ISO50001 or similar Environmental Management System		
Skills	16	Strong presentation skills		
	17	IT literate, with experience of MS Office in particular Excel		
	18	Creative and inventive approach to sustainability, with the ability to assimilate diverse information and generate clear, robust solutions		
	19	Ability to work on own, as part of a team or leading a team from a variety of internal and/or external resources		
	20	Good co-ordination skills		
	21	Strong numerical skills		
	22	Good presentation skills - both written and oral.		
Other requirements / circumstances / aptitudes	23	Organised, flexible & efficient		
	24	Certain "out of hours" duties may be required in the normal course of duties.		
	25	The ability to drive and the possession of a current driving licence, or ability to demonstrate an effective means of travel to remote areas of the county, are essential.		
Job Description and Person Specification created/updated by:				
Nathan Elvery			On	6 May 2022