



Cumberland Council

Post Specification

Date	September 2023
Post Group Number	7302
Post Title	Climate & Natural Environment Development Officer
Job Family	Organisational Support
Job Family Role Profile	OS12
Final Grade	Grade 12

To be read in conjunction with the job family role profile

Service Area description
<p>Climate & Natural Environment – Climate & Waste - Place, Sustainable Growth & Transport</p> <p>The Council is undertaking significant activity to respond to the challenges of climate change and the nature recovery emergency. Working with partners, the service is playing a role in developing and delivering initiatives and projects to support key areas including the Environment, Natural Capital, Sustainability and our commitment and duty to conserve and enhance biodiversity.</p> <p>The post will sit within Climate & Waste, part of the Climate & Natural Environment Team.</p>
Purpose of this post
<p>To support the management of large, complex or high value initiatives delivered by the Climate & Natural Environment Team and the Climate & Waste Service.</p> <p>To manage a variety of programmes, ensuring they are successfully delivered, within timescales and budgets, fulfilling both internal and external reporting requirements.</p> <p>To contribute to the successful implementation of the corporate and service plans by supporting an innovative and creative approach to external funding and strategic investment.</p>
Key job specific accountabilities
<ol style="list-style-type: none">1. Support the delivery of a programme of activity to meet the objectives of the long-term strategy of Climate and Natural Environment.2. Working within the Climate & Natural Environment Team, help manage and direct programmes, planning and organising your own work and assist with forward planning of tasks.3. Develop subject matter expertise and provide timely advice and guidance to colleagues. Analysing trends and insights, evaluating progress and gaps, to define different options and recommend the best solution based on defined criteria.4. Participate and negotiate in working groups of internal and external stakeholders to successfully deliver outcomes.

5. Evaluate, report and present the impacts and outcomes of projects, both internally and externally.
6. Contribute positively to the continual development of the service, business and corporate plans.
7. Monitor service and project delivery, identifying and realising opportunities to achieve better outcomes.
8. Remaining customer and community focussed, liaising with stakeholders to deliver outcomes and respecting other organisations cultures and standards whilst representing and acting on behalf of the authority.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none"> • No direct budget responsibility but the post will have responsibility for ensuring elements of the overall funding allocation reach specific projects that sit under the role and duties of this post.
Staff Management Responsibilities	<ul style="list-style-type: none"> • No staff management responsibilities but will be required to influence and manage individuals not in the direct remit of the post holder
Other	<ul style="list-style-type: none"> • The post will be located in the Climate & Natural Environment Team, Climate & Waste

Essential Criteria - Qualifications, knowledge, experience and expertise

- Technical, vocational or part-professional qualification at vocational degree level or equivalent experience (NVQ 4)
- (Desirable) to hold a degree level in an environment related discipline such as geography, ecology, environmental management, biodiversity, natural capital, countryside management or an equivalent.
- Up to date Climate Change and Biodiversity knowledge and relevant legislation.
- Experience of managing work allocation.
- Knowledge of inward- and outward-facing Council issues, including political awareness.
- Good interpersonal skills, including negotiating, conciliating, people management and motivational skills. Experience of engaging and working with external consultants.
- Experience of implementing change and an ability to problem solve through creative thinking.
- Positive approach to team working. With a willingness to work on own initiative with a 'can do' attitude.
- Ability to plan and organise own workload and work effectively as part of the wider team, often working on multiple activities simultaneously.
- Knowledge of methods of evaluating projects
- (Desirable) Technical proficiency in Geographical Information Systems
ICT competent including knowledge and experience of working with Microsoft Office suite.

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands	<ul style="list-style-type: none"> • Normal effort required
Physical Demands	<ul style="list-style-type: none"> • Normal effort required
Working Conditions	<ul style="list-style-type: none"> • Office based but may be required to travel around county to communities and partner office locations.

Other Factors

- To model and display the corporate standards of behaviour and values.
- Ability to travel across Cumberland