

# LOW CARBON CITY OFFICER



## Role Profile

<b>Title</b>	Low Carbon City Officer
<b>Grade</b>	GRADE E/F and H/I
<b>Reference:</b>	<b>N812</b>
<b>Reports to:</b>	Carbon City Manager
<b>Work style Definition</b>	Office based hot-desk/touch down worker
<b>Job Type:</b>	Semi Professional / Professional
<b>Primary purpose of role</b>	<p>To promote and deliver plans and projects that will shape Plymouth's ability to secure radical reductions in greenhouse gas emissions, provide resilience to the impacts of climate change, support the delivery of renewable and low carbon energy and its associated infrastructure, address issues of fuel poverty and support the delivery of a sustainable city and low carbon economy.</p> <p>This will include;</p> <ul style="list-style-type: none"> <li>▪ Facilitating partnerships and coordinating action to enable the delivery of district energy, energy efficiency and low carbon change projects, and to increase the resilience of city and its population to the negative impacts of climate change.</li> <li>▪ Delivering projects for Plymouth Energy Community</li> <li>▪ Providing specialist input and advice to strategic planning and planning applications, on renewable energy, flood risk, sustainable design &amp; construction, fuel poverty and Strategic Environmental Assessments.</li> <li>▪ Supporting the directorate's work and working effectively with other departments and partners on delivering a low carbon economy and sustainable transport</li> <li>▪ Project management of low carbon and climate change projects</li> <li>▪ Delivery of programmes for tackling fuel poverty and promoting home energy conservation.</li> <li>▪ Development of a centre of excellence for sustainability, climate change and low carbon policy and delivery, including taking a lead on monitoring national policy, research findings, new legislation and best practice, and providing 'expert' support to other teams and partnerships.</li> </ul> <p>The balance of these functions will depend on the overall priorities of the Service, although the post is designed to offer maximum flexibility in the deployment of staff resources in order to meet evolving business needs and offer staff development opportunities.</p> <p>The role holder has no formal management responsibilities but may be given delegated responsibility for the supervision and mentoring of more junior staff.</p>

	<p><b>This role profile relates to two career grades (E-F and H-I). The baseline position (Grade E) outlines the core attributes of the role, whilst higher levels describe <u>additional</u> tasks and responsibilities regularly carried out by post holders</b></p>	
<p><b>Key accountabilities and key measures</b></p>	<b>Role Outcomes</b>	
	<b>Grade E</b>	<b>Grade F</b>
	<ul style="list-style-type: none"> <li>▪ Provides specialist low carbon and energy advice and guidance on a variety of queries, and exchanges orally and in-writing with a range of audiences, including the Public, volunteers, project partners ,Contractors, Developers, Planning Officers and management and Members. (10%)</li> <li>▪ Marketing and promotion of the teams activities to internal and external stakeholders (20%)</li> <li>▪ Gives advice on straightforward low carbon and sustainable development matters on planning proposals and applications (5%)</li> <li>▪ Assists with making the Council's input to the Local Plan, Plans of other local authorities and into the formulation planning strategies (5%)</li> <li>▪ Ensures advice and information complies with key pieces of legislation including the Home Energy Conservation Act, Climate Change Act, Flood &amp; Water Management Act, Strategic Environmental Assessment Directive and the National Planning Policy Framework (10%)</li> <li>▪ Working with partners and stakeholders to organise events, promotions consultation and information exercises (such as public meetings and exhibitions). E.g. to prepare agendas, newsletters, display materials, risk assessments etc. (15%)</li> <li>▪ Maintains a database in relation to customer support, planning advice, project delivery, and environmental management advice. (5%)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Independently analyses planning proposals / applications that are more complex in relation to their low carbon and sustainability impacts and mitigation measures. Appraises proposals against legislation and planning policy, and where there is a conflict, works with interested parties. This involves negotiating a solution which meets natural environment interests and satisfies other practical considerations such as funds available, community needs etc. (5%)</li> <li>▪ Significant role in supporting the development of the low carbon and climate change related evidence base(15%)</li> <li>▪ Identifies potential funding streams and prepares bids that could support the delivery of priority projects (20%)</li> <li>▪ Represents the department and/or partnerships at public meetings, Area Committees, Delegation Meetings, Scrutiny Panels and informal hearings, and attend to assist in presenting evidence as expert witness(5%)</li> <li>▪ Proactively seeks improvements to the delivery of specific Low Carbon City priorities and projects (20%)</li> <li>▪ May organise and oversee the work of project teams and consultants as required.(20%)</li> <li>▪ Develops low carbon and sustainability policies within the Local Plan and other local planning / policy documents, and undertake sustainability appraisals / strategic environmental assessments (15%)</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Support the monitoring of project and partnership budgets. (5%)</li> <li>▪ Provides administrative and technical support for funding applications. (5%)</li> <li>▪ Supports others in preparing the City Council's case for informal hearings and public inquiries. (5%)</li> <li>▪ Contributes to achieving Low Carbon City priorities and projects, ensuring that deadlines and quality standards are met. (5%)</li> <li>▪ Supporting the production of technical reports and assessments (5%)</li> <li>▪ Demonstration of duties to more junior staff, with occasional requirement to support students, administration and temporary staff. (5%)</li> <li>▪ Carry out other duties appropriate to the grade of the post</li> </ul>	<ul style="list-style-type: none"> <li>▪ Carry out other duties appropriate to the grade of the post</li> </ul>
<b>Role Measures</b>		
	<b>Grade E</b>	<b>Grade F</b>
	<ul style="list-style-type: none"> <li>▪ Quality of low carbon city advice against established policy and good practice.</li> <li>▪ Quality of low carbon city products delivered.</li> <li>▪ Timeliness of work in relation to business plan and work programme.</li> <li>▪ Customer focus, meeting the standards set out in corporate and SP&amp;I policy.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Quality of low carbon city advice against established policy and good practice.</li> <li>▪ Quality of low carbon city products delivered.</li> <li>▪ Timeliness of work in relation to business plan and work programme.</li> <li>▪ Customer focus, meeting the standards set out in corporate and SP&amp;I policy.</li> </ul>
<b>Key activities</b>	<b>Grade E</b>	<b>Grade F</b>
	<ul style="list-style-type: none"> <li>▪ Works to recognised procedures and guidelines which allow room for interpretation and initiative (20%)</li> <li>▪ Work is allocated to the post holder by the Team Leader (20%)</li> <li>▪ Prioritises and manages own workload according to set deadlines (20%)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Receives guidance from the appropriate Team Leaders at key stages, but will prioritise their own workload and have a large degree of autonomy in relation to low carbon city work (20%)</li> <li>▪ Exercises own initiative and makes frequent decisions without consulting more senior officers or managers (20%)</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Responds independently to simple or varied problems and approaches Team Leader for guidance on more complex queries or difficult problems (20%)</li> <li>▪ Provides specialist low carbon and climate change advice and guidance on a variety of queries, and exchanges orally and in-writing information with a range of audiences including the public, volunteers, project partners, contractors, developers, Planning Officers and management and Members. (20%)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Develops programmes of work that raise awareness on the City’s low carbon and climate change related issues. (20%)</li> <li>▪ Supports the development and implementation of projects to deliver Low Carbon City priority projects (20%)</li> <li>▪ Advises partners and stakeholders on Plymouth’s response to climate change and the low carbon agenda. (20%)</li> </ul>
<p><b>Essential qualifications/ knowledge</b></p>	<p><b>Grade E</b></p> <ul style="list-style-type: none"> <li>▪ An appropriate qualification in environmental management, business, marketing or related disciplines OR Studying towards or willingness to study towards such a qualification plus relevant experience in the delivery of low carbon, climate change or sustainable development initiatives</li> <li>▪ Knowledge and understanding of national policy, legislation and delivery projects relating to at least one of the following:                             <ul style="list-style-type: none"> <li>▫ Low carbon energy,</li> <li>▫ Climate change,</li> <li>▫ Flooding,</li> <li>▫ Sustainable development</li> </ul> </li> </ul>	<p><b>Grade F</b></p> <ul style="list-style-type: none"> <li>▪ Degree or equivalent in environmental management or a related subject plus significant developed experience in the application of low carbon, climate change or sustainable development initiatives</li> <li>▪ Developed knowledge and understanding of national policy legislation and delivery projects relating to at least two of the following areas:                             <ul style="list-style-type: none"> <li>▫ Low carbon energy,</li> <li>▫ Climate change,</li> <li>▫ Flooding</li> <li>▫ Sustainable development</li> </ul> </li> <li>▪ Developed knowledge and understanding of wider sustainability plans and programmes.</li> </ul>
	<p><b>Desirable qualifications/ knowledge</b></p>	<p><b>Grade E</b></p> <ul style="list-style-type: none"> <li>▪ Knowledge of Adobe Photoshop and InDesign</li> <li>▪ Qualification in Marketing</li> <li>▪ Knowledge and understanding Project Management techniques</li> <li>▪ Developed knowledge and understanding of wider sustainability plans and programmes, and of the social and economic benefits of the low</li> </ul>

	carbon agenda, including in a housing regeneration context.	
<b>Essential experience</b>	<b>Grade E</b>	<b>Grade F</b>
	<ul style="list-style-type: none"> <li>▪ Experience in organising events, producing marketing materials &amp; copy and proofreading</li> </ul>	
<b>Desirable experience</b>	<b>Grade E</b>	<b>Grade F</b>
	<ul style="list-style-type: none"> <li>▪ Experience of working with volunteers</li> <li>▪ Experience of working within a Planning Department</li> <li>▪ Experience of public engagement, communication, and consultation exercises.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience in conducting communication and consultation exercises.</li> <li>▪ Experience of supporting partnerships projects</li> </ul>
<b>Essential skills</b>	<b>Grade E</b>	<b>Grade F</b>
	<ul style="list-style-type: none"> <li>▪ Demonstrable skills in using PC based applications, including MS Office, desk top publishing, document production systems (Adobe) and GIS systems</li> <li>▪ Ability to plot and map using GIS/GGP systems</li> <li>▪ Advising and guiding skills to clearly convey varied information to internal and external customers and colleagues.</li> <li>▪ Analytical skills used to make reasonable decisions</li> <li>▪ Ability to carry out site inspections and other related on-site assessments</li> <li>▪ Ability to carry out home visits</li> <li>▪ Periodic requirement to prepare, transport and assemble presentational and exhibition materials as required.</li> <li>▪ Plans events / activities up to a month in advance</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to express information, ideas and proposals effectively in a clear and concise manner, including verbally and in formal reports.</li> <li>▪ Communication skills to effectively break down and convey complex information to varied audiences including Ward Councillors, Amenity Societies, Government Inspectors, local people etc.</li> <li>▪ Report writing skills needed to produce summary reports complete with recommendations.</li> </ul>

Key accountabilities and key measures	Role Outcomes	
	Grade H	Grade I
	<ul style="list-style-type: none"> <li>▪ Develops and interprets and local and national planning policy to provide specialist advice of a complex nature on local plans and development proposals. (5%)</li> <li>▪ Responds appropriately, and within challenging timescales, to complaints which could have political implications. This may necessitate discussions with senior managers, members, the public or other stakeholders and may involve the exchange of complex and contentious information. (10%)</li> <li>▪ Analyses and interprets large amounts of complex information for large-scale developments and Low Carbon priority projects including ecological data, infrastructure plans and financial considerations. (5%)</li> <li>▪ Assesses the impact proposals have on the environment and solves difficult problems negotiating solutions that achieve a positive outcome for the environment that is sustainable into the future. (5%)</li> <li>▪ Lead on significant and far reaching public consultation and information exercises relating to Low Carbon City priorities applying appropriate community consultation techniques that maximise participation (5%)</li> <li>▪ Lead on the delivery of low carbon and home energy projects, including project development, community &amp; stakeholder consultation, options appraisal, submission of funding bids, action planning, consensus building, formalising delivery partnerships, commissioning &amp; contractual arrangements, preparation of progress and monitoring reports. (50%)</li> <li>▪ Coordinates production of technical reports relating to Home Energy Conservation Act and Strategic Environmental Assessment Directive (10%)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Supports the Team Leader in the operational management of the team as appropriate, helping to ensure that the team is managed appropriately, the resources of the team are allocated to meet its overall work targets and that the team operates within corporate policies. (15%)</li> <li>▪ Supervises junior staff/ and or consultants as required and uses extensive experience and knowledge to mentor, support and train others. (15%)</li> <li>▪ Leads the development and implementation of low carbon city / climate change policy and strategy. (15%)</li> <li>▪ Leads on the procurement and delivery of an Energy Supply Company and the strategic planning and roll out of a district energy / CHP network for the city (15%)</li> <li>▪ Exercises initiative when potential funding opportunities emerge that could help fund Low Carbon City projects, coordinating funding bid submissions and initiating new partnership initiatives (15%)</li> <li>▪ Coordinates internal and external partnership initiatives to deliver low carbon city priorities. (15%)</li> <li>▪ Develops and maintains good relationships with elected members, colleagues, and outside agencies (10%)</li> <li>▪ Carry out other duties appropriate to the grade of the post</li> </ul>

	<ul style="list-style-type: none"> <li>Attends as expert witness at public inquiries, informal hearings, LDF independent examinations, Examinations in Public and other such hearings as appropriate to represent the Council’s case. (10%)</li> <li>Carry out other duties appropriate to the grade of the post</li> </ul>	
	<b>Role Measures</b>	
	<b>Grade H</b>	<b>Grade I</b>
	<ul style="list-style-type: none"> <li>Quality of low carbon city advice against established policy and good practice.</li> <li>Quality of low carbon city products delivered.</li> <li>Timeliness of work in relation to business plan and work programme.</li> <li>Customer focus, meeting the standards set out in corporate and SP&amp;I policy.</li> </ul>	<ul style="list-style-type: none"> <li>Quality of low carbon city advice against established policy and good practice.</li> <li>Quality of low carbon city products delivered.</li> <li>Timeliness of work in relation to business plan and work programme.</li> <li>Customer focus, meeting the standards set out in corporate and SP&amp;I policy.</li> </ul>
<b>Key activities</b>	<b>Grade H</b>	<b>Grade I</b>
	<ul style="list-style-type: none"> <li>Works largely independently, making decisions on how and when duties are to be carried out. Refers serious problems to line manager and seeks their advice on policy and resource issues. (40%)</li> <li>Gives advice and guidance on more complex queries and difficult problems to more junior staff (15%)</li> <li>Day to day Supervision of more junior staff as agreed with Team Manager (15%)</li> <li>Manages consultants and contract staff as required (10%)</li> <li>Work targets are agreed on an individual basis and reviewed periodically (5%)</li> <li>May be required to deputise for the Team Leader or more senior staff on occasion (5%)</li> <li>Builds consensus with partners on the strategies to deliver the low carbon city priorities (10%)</li> </ul>	<ul style="list-style-type: none"> <li>Manage their own work load against the pressure of proactive and reactive project tasks. (30%)</li> <li>Responsible for developing, building consensus on and implementing the strategies and projects required to deliver a Low Carbon City. (30%)</li> <li>Mainly works within national and local legislation and policies with some scope to review working practice, and ensuring that regulation doesn’t prevent creativity and innovation in delivering low carbon city outcomes. (10%)</li> <li>Provides low carbon city input to key partnership and corporate initiatives. (5%)</li> <li>Advises and guides the Development Management and Planning functions on matters of policy and practice in relation to low carbon city matters (5%)</li> <li>Sits on a range of internal and external steering groups subject to managerial direction. Progress is measured against agreed objective and targets. (5%)</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Responsible for financial decisions in relation to administration of project and s106 budgets of up to £2million. (5%)</li> <li>▪ Acts as a mentor to more junior staff, providing advice, guidance and quality assurance on more complex issues and tasks. (10%)</li> </ul>
<b>Essential qualifications/knowledge</b>	<b>Grade H</b>	<b>Grade I</b>
	<ul style="list-style-type: none"> <li>▪ Degree or equivalent in environmental management or a related subject plus extensive relevant experience in the application of low carbon, climate change or sustainable development initiatives</li> <li>▪ Membership of a relevant professional institute, such Chartered Environmentalist via the Institute of Environmental Management and Assessment or Energy Institute, the Royal Town Planning Institute, or an equivalent institute that represents environmental or community well-being professionals that requires an assessment process to gain membership, or required to start the process of applying for and working towards such membership within 6 months of your start date for the post</li> <li>▪ Extensive knowledge and understanding of national policy legislation and delivery projects relating to at least two of the following areas: <ul style="list-style-type: none"> <li>▪ Low carbon energy,</li> <li>▪ Climate change,</li> <li>▪ Flooding</li> <li>▪ Sustainable development</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Degree or equivalent in environmental management or a related subject plus extensive relevant experience in the application of low carbon, climate change or sustainable development initiatives</li> <li>▪ Membership of a relevant professional institute, such Chartered Environmentalist via the Institute of Environmental Management and Assessment or Energy Institute, the Royal Town Planning Institute, or an equivalent institute that represents environmental or community well-being professionals that requires an assessment process to gain membership, or required to start the process of applying for and working towards such membership within 6 months of your start date for the post</li> <li>▪ Extensive knowledge and understanding of national policy legislation and delivery projects relating to at least two of the following areas: <ul style="list-style-type: none"> <li>▪ Low carbon energy,</li> <li>▪ Climate change,</li> <li>▪ Flooding</li> <li>▪ Sustainable development</li> </ul> </li> </ul>
<b>Desirable qualifications/knowledge</b>	<b>Grade H</b>	<b>Grade I</b>
	<ul style="list-style-type: none"> <li>▪ Further qualifications in relevant field, i.e. Master's Degree, project management qualifications.</li> </ul>	<ul style="list-style-type: none"> <li>▪ A Certificate in Management and/or a Diploma in Management Studies</li> </ul>
<b>Essential experience</b>	<b>Grade H</b>	<b>Grade I</b>
	<ul style="list-style-type: none"> <li>▪ Experience of presenting reports to members at Public Meetings, Committees and other forums</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrable experience of managing and working with multiple partners, agencies and contractors</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Experience of supervising staff</li> </ul>	<p>in the delivery of complex programmes of work</p> <ul style="list-style-type: none"> <li>▪ Demonstrable experience of communicating to diverse audiences through different media including written and oral presentations.</li> <li>▪ Demonstrable experience of working on complex and sensitive environment projects that resulted in a successful conclusion.</li> <li>▪ Track record of successful project management in an environmental or related field.</li> <li>▪ Political sensitivity and awareness including experience of working closely with and providing advice to elected members and management on a formal and informal basis</li> <li>▪ Commitment to actively promote corporate working</li> </ul>
<b>Desirable experience</b>	<p style="text-align: center;"><b>Grade H</b></p> <ul style="list-style-type: none"> <li>▪ Experience of preparing and / or presenting evidence for public inquiries and other hearings</li> <li>▪ Extensive experience of working in a Planning Department providing advice on complex development consent applications</li> <li>▪ Experience of effective partnership Working with other stakeholders</li> </ul>	<p style="text-align: center;"><b>Grade I</b></p> <ul style="list-style-type: none"> <li>▪ Line management experience, experience and experience of managing and monitoring budgets</li> </ul>
<b>Essential skills</b>	<p style="text-align: center;"><b>Grade H</b></p> <ul style="list-style-type: none"> <li>▪ Well-developed presentation skills to present evidence or reports at public inquiries and examinations, as well as committee and public meetings</li> <li>▪ Developed consultation, persuasion and negotiation skills to enable consensus building and delivery of project priorities.</li> <li>▪ Project management skills to effectively manage natural environment projects.</li> <li>▪ Support partnership projects ensuring stakeholders are positively engaged in low carbon work</li> <li>▪ Expected to attend meetings within and outside the City quite frequently to ensure relationships are maintained with partner</li> </ul>	<p style="text-align: center;"><b>Grade I</b></p> <ul style="list-style-type: none"> <li>▪ Proven ability to persuade and influence others positively at a variety of levels.</li> <li>▪ Excellent presentation skills to deliver complex proposals and ideas to regional and national audiences.</li> <li>▪ Strong ability to demonstrate personal qualities of leadership, drive, enthusiasm, innovation, organisation and motivation.</li> <li>▪ Excellent communication skills, including written and oral presentation skills.</li> <li>▪ Analytical and problem solving skills to take on complex cases and to process, interpret, evaluate and apply a wide range of complex data streams, social and financial inputs, and value judgements.</li> </ul>

	<p>organisations. This could include meetings outside of working hours.</p> <ul style="list-style-type: none"> <li>▪ Periods of concentration required when preparing reports.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Excellent financial management skills.</li> <li>▪ Ability to define, develop and manage multiple projects, including identifying opportunities, gaining support for ideas, progressing initiatives and delivering within time and on budget.</li> <li>▪ Ability to lead and generate positive outcomes through partnership working. To manage project stakeholders and encourage positive joint working, and manage any conflict that may arise.</li> <li>▪ Long periods of concentration required e.g. when preparing documents, researching information and writing subsequent reports for project board(s) or senior management</li> <li>▪ Expected to attend regional and national meetings to promote and share best practice on low carbon delivery.</li> </ul>
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#### **Corporate standards**

- In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.
- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.
- Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.