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| **fPost title:** | Climate Change Business Partner |
| **Grade:** | JK |
| **Responsible to:** | Climate Change Strategy Manager |
| **Staff managed:** | None |
| **Directorate:** | Environment |
| **Service:** | Environmental Services & Climate Change |
| **Job family:** | **P&T - Professional & Technical** |
| **Date of issue:** | August 2023 |

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| Job context |
| You will work as part of the Council’s Climate Change team supporting delivery of the Climate Change Strategy. The role is outposted to a Directorate and requires close working with service colleagues in development of service-based climate change action plans and associated delivery of those actions.  You will be assisting with grant funding applications to help services deliver their climate strategic aims, proactively supporting outcomes through coordinating Directorate climate action plans, and feeding in these plans and results to the wider climate change team to help support the wider Council’s overall Climate Change Strategy.  Effective communication will be vital in achieving the aims of the role and the wider Climate Change Strategy and your directorate climate change action plan. You will be required to engage with Members as necessary on specific climate matters, as well as being responsible for engagement with communities (groups, Town & Parish Councils, residents, etc.) on wider climate issues.  Working closely with the Climate Change Strategy Manager, you will be supporting with policy development and carbon reporting, and expected to cover this role as and when required. |

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| **Operational Management:** | * Act as the lead support to a Directorate in climate change providing a key link between corporate and Directorate based service delivery. As the role is ‘outposted’, a high degree of autonomy is required. * Provide a consultancy service that is proactive in the provision of advice and guidance, working with service areas to achieve agreed aims and objectives around climate, including but not limited to the development and delivery of climate change action plans. * Support service decision making processes such that those decision have due consideration towards the environmental impact, providing challenge where necessary. * Engage with the climate change team (‘hub’) as necessary to ensure Directorate based climate activity, issues and concerns are flagged and considered. * Support managers in grant funding applications where there is an associated climate change benefit from delivery. * To advise Climate Change Strategy Manager, and where appropriate, Head of Environment & Sustainability on key risks, opportunities & issues from service areas that may have an impact on climate change. |
| **Resource management:** | * Coordinate Directorate climate change action plans and help ensure delivery of actions either directly or by engaging relevant service leads. * Responsible for the provision of professional guidance to service on climate change related activity. * Gather data and report on climate change impact from Directorates as necessary * Help coordinate grant funding activity and ensure associated delivery. |
| **Partnerships:** | * Contribute to policy development, consultation and implementation. * Work with Elected Members as appropriate to advise on climate change activity within the relevant Directorate. * Be the lead climate change officer for a location (or locations) within North Yorkshire engaging with local communities, including but not limited to community groups, Town & Parish Councils and residents. * Work closely with senior managers, directors and elected members as required * As necessary work with partner organisations, for example the Local Enterprise Partnership (MCA), other Local Authorities and Government bodies. |
| **Communications:** | * Responsible for developing and maintaining effective relationships with service areas, climate change colleagues, managers, partners and stakeholders including senior managers, directors and elected members * Coordinate responses to climate change FOI requests, complaints and other requests for information within the relevant Directorate. * Report on carbon emissions or otherwise contribute to corporate performance reporting on climate change within the relevant Directorate. |
| **Systems and information:** | * Requirement to use a range of computer systems. Adopt new ways of working when new systems are introduced, use systems to manage and progress case work, analyse and report on relevant data and to maintain effective communication. |

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| Person Specification: |  |
| Essential | **Desirable** |
| Knowledge and Experience   * Broad knowledge of climate change and its impact. Keeping up to date with latest thinking and, in particular, its application within a Local Government setting. * Good understanding of climate change mitigation and adaption activity broadly. * Experience of managing and advising on a climate change related projects. * Experience of action planning and delivery * Experience of working across a range of service areas, engaging with service leads and managers * Acting as a climate change champion within a respective area. * Supporting service strategy and policy development. | * In depth knowledge of climate change issues specific to a Council Directorate. * Experience of working in a large, complex, multi-layer organisation |
| Occupational Skills   * Policy formulation and implementation skills * Team worker/collaborative working * IT skills and ability to interpret and analysis data * Communication, presentation and interpersonal skills * Problem solving skills and the ability to find innovative solutions * Influencing and negotiating skills * Risk management and assessment * Commitment to the performance management culture with the ability to set high standards, deliver objectives and challenge managers appropriately * Flexibility and ability to work with ambiguity * Good standard of literacy and numeracy to level 2 or equivalent |  |
| Behaviours  [link](https://www.northyorks.gov.uk/your-council/our-role-structure-and-objectives#accordion-content-0-0) |  |
| Professional Qualifications   * Degree or graduate capability | * Carbon literacy training or similar |
| Other Requirements   * Self-Motivated * Self-directed learning * Commitment to Equal Opportunities * Ability to travel around the county |  |

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| Career progression: |
| * At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, e.g. apprenticeships and work shadowing/coaching. * As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities. |

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| Structure |
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NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.