

<b>Post title:</b>	Graduate Trainee – Climate Change
<b>Grade:</b>	E, F and G
<b>Responsible to:</b>	Climate Change Strategy Manager
<b>Staff managed:</b>	None
<b>Directorate:</b>	Environment
<b>Service:</b>	Sustainability and Environment
<b>Job family:</b>	<b>P&amp;T - Professional &amp; Technical</b>
<b>Date of issue:</b>	January 2025

### Job context

North Yorkshire Council supports the Government's aim for the UK to be net carbon neutral by 2050 and the York and North Yorkshire Combined Authority ambition to be the UK's first carbon negative region – carbon neutral by 2034 and carbon negative by 2040.

In terms of our own carbon footprint, the Council's Climate Change Strategy seeks to achieve net carbon neutrality by 2030 or as close to that date as is possible.

In addition to climate change, the service is responsible for sustainability measures within the Council's operations further reducing its impact on the environment. This includes:

- Natural Capital, including Local Investment in Natural Capital project
- Local Nature Recovery Strategy
- Support work around Biodiversity Net Gain.
- Management of two National Landscapes
- Strategic Energy Partnership pilot.

The service also works closely with the City of York Council and York and North Yorkshire Combined Authority on collaborative projects through devolution and in support of the Mayoral growth plan.

Working with the Climate Change team on mitigation, adaptation, supporting nature to thrive and Council Net Zero operations, the successful applicant will have the opportunity to develop the following:

- Understanding of the policy context of local government
- Understanding of and skills required to develop strategies and policies
- Understanding of and skills required to work in political environment
- Project management skills, leading on specific areas of development
- Data management and presentation
- Research, analysis, report writing and presentation skills
- Partnership and community engagement working
- Working across North Yorkshire – develop knowledge of the diversity of the county, and the challenges and opportunities of rurality

The successful applicant will work predominantly with Climate Change team but with potential to support the Net Zero Delivery, Natural Capital and Environmental Policy service teams to learn about a variety of areas including statutory Local Nature Recovery programmes and innovative programmes to attract private investment into natural capital and ecosystem services and renewable energy.

The role will also have the opportunity to support with responses to government consultations, emerging environmental policy and high profile areas which also has a high political interest.

All graduates are expected to participate in the 'corporate graduate development programme' – the content is as follows:-

- Managers Induction
- Aspiring Managers Webinar
- Line Manager Leadership Programme
- Middle Manager Events
- Equality, Diversity & Inclusion Course
- Personal Resilience & Wellbeing Webinar
- Project Management Course
- Access to on line learning resources, including Ashridge Management College & Learning Nexus
- Graduate Network membership, including attending graduate network meetings and peer support
- Mentor support
- Graduates will be offered the appropriate management skills training if they have staff to manage during their programme or to support their permanent placement following the graduate programme.

**Graduates who join NYC are expected to:**

- achieve the objectives set for them;
- ask for help/clarity where needed;
- develop their knowledge through self-directed study – further research, reading and questions;
- fully participate in all training opportunities through on the job experience, mentoring and coaching and formal training and learning;
- work toward becoming professional member/associate where appropriate;
- make the most of the opportunities available within NYC; and
- demonstrate NYCs expected behaviours of:
  - focussing on customers and communities;
  - taking responsibility;
  - working together;
  - acting with integrity
- building a culture of continuous improvement and innovation; and
- leading by example.

**Job Purpose:**

**To support the Council on matters associated with natural capital, climate change and sustainability management. Working both with colleagues within the Council and partners, Members, and residents through delivering specialist projects.**

**Operational management:**

- Deliver a quality service to internal and/or external customers as required;
- Provide a complete 'end to end' service delivery, establishing ownership and closure as needed.
- Support on the development, delivery and evaluation of interventions, including training and workshops to managers on the specifics for the project/service area.
- Support the corporate lead for a specialist subject area including acquiring and maintaining specialist knowledge, supporting on related policy and processes.

<b>Resource management:</b>	<ul style="list-style-type: none"> <li>Identify and recommend appropriate action to service manager and develop and implement guidance and action plans to enable and facilitate the delivery of key initiatives.</li> </ul>
<b>Partnerships:</b>	<ul style="list-style-type: none"> <li>Working with staff from across the different services of the Council and partner organisations in some cases to support the efficient and effective delivery of services and achievement of project objectives.</li> <li>Ensure links between the project and stakeholders are developed and maintained to provide an efficient service.</li> <li>Develop an understanding of the wider role of the Council</li> </ul>
<b>Policies and Projects:</b>	<ul style="list-style-type: none"> <li>Contribute to policy development, consultation and implementation process.</li> <li>Support on Directorate and Corporate projects as appropriate with support from relevant service colleagues.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>Provide advice and guidance on the area of the service delivery the graduate is placed within as part of the project development and implementation.</li> <li>Clearly communicate the requirements of the project and prepare clear written reports on progress and analysis carried out.</li> <li>Support climate change communications including website and newsletters</li> </ul>
<b>Systems and information:</b>	<ul style="list-style-type: none"> <li>Utilise management information to facilitate achievement of objectives, including carbon accounting.</li> <li>Use a range of computer systems to manage and progress case work, analyse and report on relevant data and to maintain effective communication.</li> <li>Adopt new ways of working when new systems are introduced</li> </ul>

<b>Person Specification:</b>	
<b>Essential</b>	<b>Desirable</b>
<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>Good understanding of how policies/procedures can be applied in practice to result in required outcomes.</li> <li>Experience of project work</li> <li>Experience of managing a busy workload within set deadlines</li> <li>Knowledge of climate change causes and impacts</li> </ul>	<ul style="list-style-type: none"> <li>Good knowledge of relevant legislation</li> <li>Knowledge of change management processes</li> <li>Paid or voluntary experience in a relevant area such as community environmental work</li> </ul>
<p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>IT skills and ability to interpret and analysis data</li> <li>Communication, presentation and interpersonal skills</li> <li>Problem solving skills and the ability to find innovative solutions</li> <li>Influencing and negotiating skills</li> <li>Commitment to the performance management culture with the ability to set high standards, deliver objectives and challenge managers appropriately</li> <li>A coaching based approach to support managers and develop</li> <li>Delivering briefings and training to managers/other staff</li> <li>Flexibility and ability to work with ambiguity</li> </ul>	<ul style="list-style-type: none"> <li>Policy formulation skills</li> <li>Coaching/mentoring</li> <li>Policy implementation skills</li> </ul>
<p><b>Behaviours</b></p> <p><a href="#">link</a></p>	
<p><b>Professional Qualifications</b></p> <ul style="list-style-type: none"> <li>Education to first degree level in a relevant field, e.g. Climate Change, Environmental Policy, / Management, Sustainability , Geography</li> <li>Good standard of literacy (English) and numeracy to level 2 or equivalent</li> </ul>	
<p><b>Other Requirements</b></p>	

- Team worker/collaborative working
- Self-motivated and commitment to equal opportunities
- Some roles will require the ability to travel across the County.

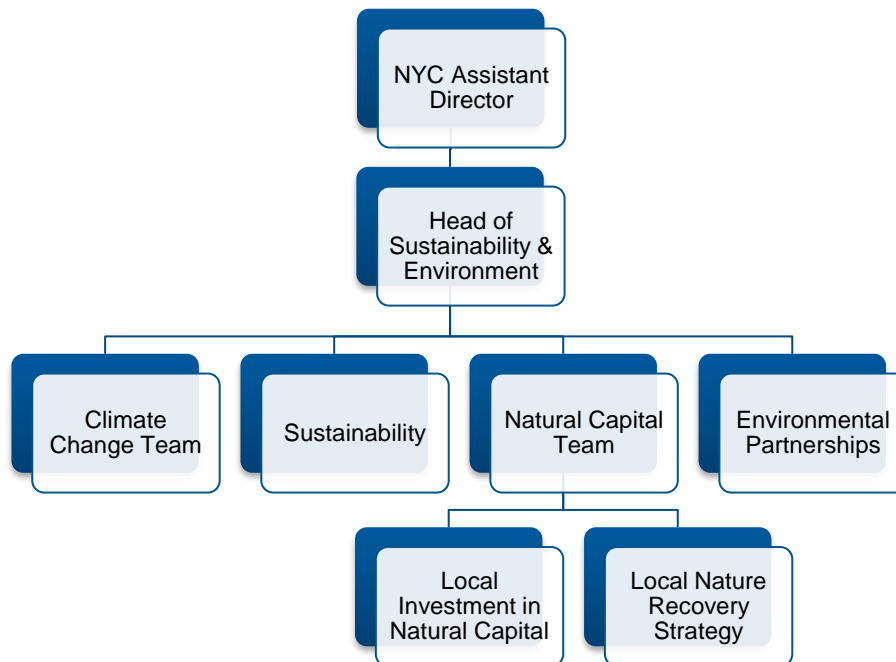
### Career progression:

- The post is a 2 year development post which can be tailored (within reason) to meet the career aspirations of the postholder.
- The first 6 months will focus on learning the business of the team. In the second 6 months the postholder would take on more independent project work, in the second year they will be expected to manage a project independently with oversight rather than close supervision. They will also fully understand the nature of the business and be able to suggest organisational/operational change/developments as part of the leadership team.

Pay progression will be based on performance review at 6 months and then 12 months as follows:

- Months 1-6 spinal point 6, Grade E
- Months 7-12 spinal point 9, Grade F
- Months 13-24 spinal point 13, Grade G
- 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.

### Structure





NB – Assessment criteria for recruitment will be notified separately.