

ROLE PROFILE

Role Title: Senior Sustainability Officer

Service Area: Sustainability Team

Directorate: Environment & Property

Accountable to: Sustainability Manager

Grade: I **Competency Level:** 3

JE Code: JE2000

Purpose of job (outline what, to whom and why)

To project manage and deliver a range of design-centred projects for a variety of internal and external clients with the aim of improving the overall sustainability of council services for all stakeholders and citizens of Milton Keynes.

Key Objectives (list what outcomes are essential)

1	As a recognised expert on sustainability issues, developing and project managing a range of innovative projects for a variety of departments/services across the council and to other stakeholders
2	Championing sustainability across Milton Keynes through the preparation and implementation of readily understandable and acceptable projects for all varieties of stakeholders so as to achieve the ambitions of the council's sustainability strategy.
3	Providing professional support to other departments on sustainability initiatives that help promote as well as reduce carbon emissions and energy related expenditure across the council.
4	Developing special projects across the council to increase the use of renewable energies; reduce carbon emissions and to reduce the overall impact of expenditure on energy.
5	Responsible for the creation of policy documents to assist colleagues in the understanding of the issue and implementation of any mitigation.
6	Developing a variety of programmes and projects to share and disseminate knowledge and processes gained from external partners and stakeholders
7	Actively seek available grant funding and future partners to further the aims of the Sustainability Strategy 2019-2050
7	Publicly represent the authority in relation to the post holders duties and responsibilities
8	Provide a high quality customer service
9	Manage the procurement of the council's utilities supply contracts and income targets and meet required income generation targets.
10	Undertake surveys and produce Display Energy Certificates (DEC's) for the relevant public buildings.

Scope (outline the size or scope of the role, direct or indirect responsibility for people, finances, resources and any special aspects of the role)

The role holder will positively impact on the local community by ensuring that council activities and buildings become more sustainable for the future and by encouraging other businesses, organisations and citizens to be more sustainable.

People

Since the role holder's scope of work covers the entire borough of Milton Keynes they will engage with a variety of stakeholders.

The role holder will work with and liaise on a daily basis with other Council departments and will liaise regularly with stakeholders across Milton Keynes. Engagement with local citizens will also be undertaken through projects and associated public consultation events. The role holder will also liaise with parish and town councils and members.

Financial

The Sustainability Team has income targets which are managed by the role holder and expected to derive funding from projects/programmes to cover the posts salary and other associated costs.

Utilities supply contracts are approx.. £8m per annum

The role involves working outdoors at all times of the year including working at height and in confined spaces

Work Profile (outline the main areas of responsibility and accountability and competencies)

- Working with various council departments advising on the sustainability of projects, services and communication material that improve and enhance council services
- Developing special community and school's based education projects through agencies such as Energy Cities, DECC, UKGBC and through initiatives such as Sustainability week
- Leading on and project managing public consultation and engagement events
- Evaluating and providing expert input / advice into projects prepared by other departments
- Supporting colleagues on public consultation and engagement events as part of other sustainability projects
- The production of a range of sustainability projects and programmes including development briefs and feasibility exercises,
- When required, drafting Cabinet Reports and giving presentations to members on special projects and initiatives.
- Managing and mentoring other members of the team and colleagues ensuring that they are supported and motivated to enable them to fulfil their roles as effectively as possible. Manage a central utility invoice payment service for all council teams

Sustainability and Special Projects Officer

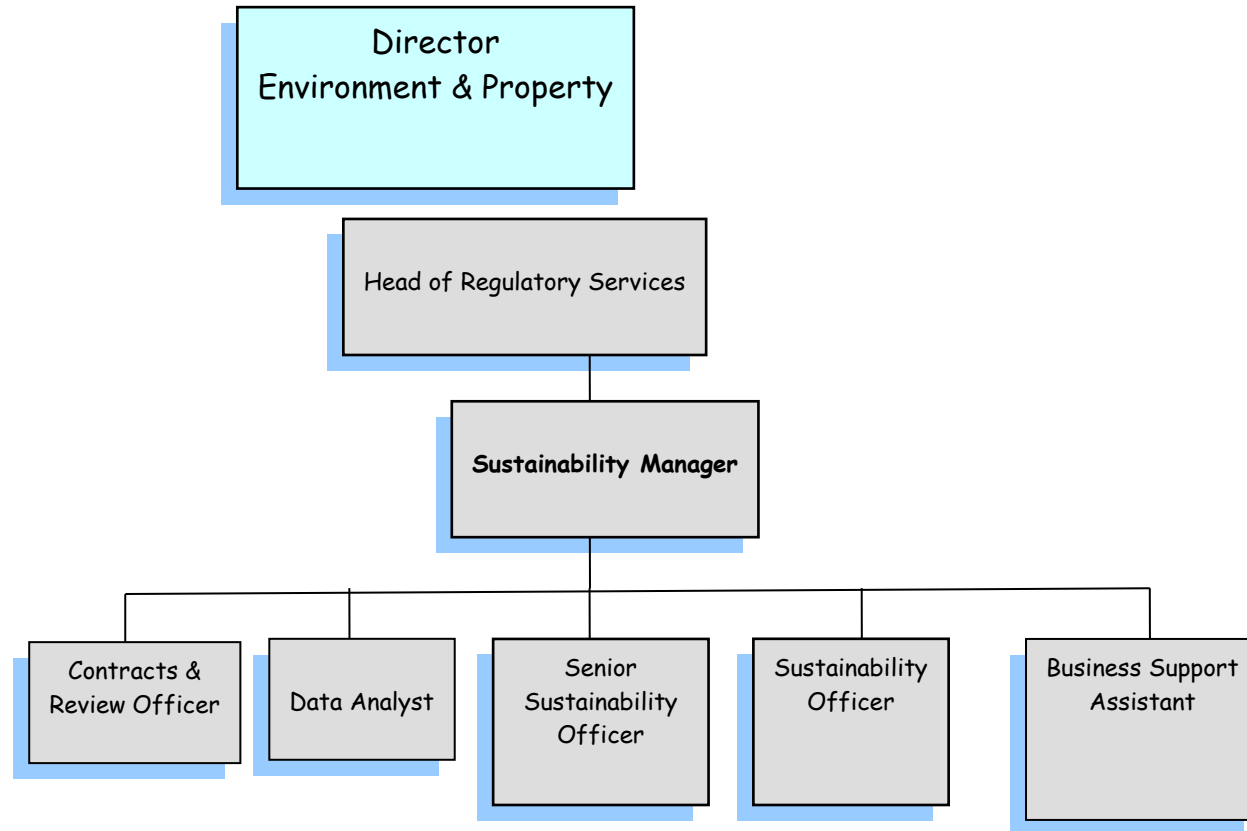
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including the processing of invoices (approx. 14,000 per annum), liaison with the utility companies and the satisfactory resolution of problems.

- Devise and maintain appropriate procedures for the recording of energy related information and the monitoring of those services by providing assistance to other budget holders in the financial management of their energy budgets.

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Job Context (attach the organisation chart(s) relating to the role)



PERSON SPECIFICATION List specific skills and knowledge, problem-solving skills and accountability & responsibility required, & show if they are essential or desirable and the level	Examples specific to role	Required		Level			Method of Assessment Application – tested at interview Interview Testing Reference
		Essential	Desirable	Awareness	Significant	Extensive	
SKILLS AND KNOWLEDGE							
Technical knowledge and qualifications							
Educational qualifications	Educated to degree level or equivalent in a related subject	x					Application form, certificates
	Professional qualification/corporate membership		x				Application form, certificates
	Evidence of up to date knowledge of relevant professional developments and the ability and willingness to continue professional development in the field.	x			x		interview
	A management or project management qualification		x				Application form, certificates
Local Government	Demonstrates familiarity with working in local government	x			x		interview
Data and information systems	Demonstrates ability to use MS Word, MS Excel, MS Powerpoint, and e-mail systems	x				x	Interview, application form
	Skilled in, and demonstrable knowledge, understanding and practical application of managing sustainable projects.	x				x	Portfolio

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	Demonstrate proficiency in report writing	x				x	Interview
<i>Specific skills required</i>	Evidence of providing innovative solutions to a wide range of complex and unique project briefs.	x				x	Portfolio, interview
	Detailed knowledge and evidence of making projects understandable to a wide range of audiences	x				x	Portfolio, interview
	Demonstrate an ability to convey ideas using a range of mediums to a variety of audiences	x			x		Portfolio, interview
	Ability to devise innovative communication techniques for community engagement including workshops across all age ranges and groups, either independently or as part of community consultation.	x			x		Portfolio, Interview

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		Essential	Desirable	Awareness	Significant	Extensive	
Planning and organising work							
Planning and organising work	Ability to meet client deadlines	x				x	Interview, reference
	Ability to prioritise own workload to meet deadlines	x				x	Interview, Reference
Planning capacity and resources	Able to effectively balance the demands placed upon the team with the resources available and vice versa.	x			x		Interview, Reference
Influencing and interpersonal skills							
Influencing and interpersonal skills	Evidence of excellent communication skills – written and verbal	x				x	Interview
	Ability to influence others professionals, staff, councillors and the general public	x			x		Interview, Reference

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	Experience of dealing with members and / or parish councils	x			x		Interview, Reference
	Demonstrable ability to build effective relationships and achieve co-operation from others	x			x		Interview, Reference
	Evidence of successful working in a multi-disciplinary team or project.	x			x		Interview, Reference
Negotiating Skills	Evidence of being skilled in negotiating	x				x	Interview, Reference
PROBLEM-SOLVING							
Using initiative to overcome problems							
Problem solving	Evidence of ability to find creative/innovative solutions to complex problems and projects	x				x	Interview, Reference
	Ability to analyse, interpret and explain complex legislation and guidelines	x				x	Interview, Reference
	Demonstrates a flexible approach to problem solving, workloads amid changing priorities and deadlines	x			x		Interview, Reference

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Managing risk							
Assessing and Managing outcomes effectively	Ability and experience to assess and manage risks on projects	x		x			Interview, Reference
Health and safety	Ability to understand risks to operational staff and modifying working practices accordingly	x		x			
Managing change							
Change focussed	Ability to seek continuous improvement and respond positively to change	x			x		Interview, Reference
ACCOUNTABILITY and RESPONSIBILITY							
Undertakes tasks without supervision							
Ability to manage self	Ability to work on own initiative and be self motivated	x			x		Interview, Reference
	Ability to cope/work under pressure without supervision	x			x		Interview, Reference
Managing people							
Coaching skills	Able to mentor the Sustainability team on energy and sustainability related matters	x				x	Interview
Staff development	Ability to demonstrate that plans are in place and 1-1's and appraisals are carried out to support the development of the	x			x		

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	team						
Equality	Awareness of and commitment to Equal Opportunities principles.	x		x			Interview
Managing financial resources							
Budget Control	Evidence of working to an agreed budget	x			x		Interview
	Experience in generating fee income and/or grant funding	x			x		Interview, application form
Other information							
Travel requirements	Ability to travel throughout the Borough to meet service delivery demands and occasional meetings / courses seminars beyond Milton Keynes and the UK	x					Interview
Working Pattern	37 hours per week but may occasionally be required to work outside of normal working hours	x					Interview
Other	Where necessary, able to carry out any other tasks or duties as required or instructed by the line manager	x					Interview

COMPETENCIES REQUIRED – All post holders must be able to comply with the Council's core competency requirements which include communication, respect for others, customer service, drive for results, delivering the promise and continuous personal development.

SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

In addition for those posts with management responsibilities the competencies will include managing self and personal skills, providing direction, facilitating and managing change, working with people, using resources, achieving results, promoting policy, values and culture, customer service and health and safety.

Other information

- able to travel to meet service delivery requirements
- available to undertake work outside of normal working hours

Signed Job holder	Signed Line Manager	Signed Assistant Director	
Print Job holder	Print Line Manager	Print Assistant Director	Date