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| **BATH & NORTH EAST SOMERSET COUNCIL - JOB DESCRIPTION** | | |
| **DIRECTORATE** | **Sustainable Communities- Sustainable Economy** | **POST NO: 52080** |
| **POST TITLE** | **Senior Climate Strategy Advisor** | **GRADE: 9** |
| **RESPONSIBLE TO: Team Manager – Climate & Engagement** | | |
| **REPORTING TO THIS POST: N/A** | | |
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**1. PURPOSE OF JOB**

The Senior Climate Strategy Advisor will lead the development of a new Climate & Nature Strategy for the Sustainable Economy Service, driving the council’s response to the climate and ecological emergency and enabling delivery of its environmental sustainability initiatives.

As the Strategy Advisor, you will play a pivotal role in ensuring that the council’s operations and activities are carried out in a sustainable and environmentally responsible manner, aligning with our commitment to tackling the climate and ecological emergencies. This is an exciting opportunity for a motivated individual to make a positive impact on both the organisation and the wider community.

**2. PRINCIPAL ACCOUNTABILITIES**

**Service Delivery**

* 1. Work with the Head of Service, Sustainable Economy Team Leaders and the wider organisation to develop, implement, and continually refine a comprehensive Climate & Nature Strategy to lead the council and Bath and North East Somerset area to net zero by 2030.
  2. Monitor the delivery of the Strategy and any associated action plans, working with relevant managers and stakeholders to ensure key milestones are met and reporting progress annually, including through external processes such as CDP.
  3. Develop and implement a comprehensive engagement programme to support the Strategy and enable it to be informed by key stakeholders and members of the public.
  4. Collaborate with relevant departments to identify and implement improvements and projects to reduce greenhouse gas emissions from council operations.
  5. Work with the Council Procurement team to develop criteria to assess and select suppliers based on their environmental sustainability practices.
  6. Working with relevant colleagues, identify, encourage and promote sustainable transportation options for employees and residents and explore partnerships and initiatives to reduce the carbon footprint associated with travelling in the district.
  7. Liaise with appropriate teams from across the council, on issues where wider systemic change is required to support the delivery of the council’s climate and nature targets.

**Functional**

* 1. Foster a culture of sustainability and eco-consciousness within the Service, including delivering training on carbon literacy and our net zero pathway where required.
  2. Track, analyse, and report on key sustainability metrics, including the council’s carbon baseline, providing regular updates to senior management.
  3. Prepare and submit climate and sustainability reports to relevant governmental bodies or accrediting organisations as required.
  4. Manage the sustainability budget effectively, seeking cost-effective solutions for sustainable practices.

**Management**

Whilst this role currently has no direct reports, post holders will be involved in providing guidance to the Council at all levels.

The post-holder will work closely with the Team Manager: Climate & Engagement and will be required to deputise as necessary.

**Working in a team**

The team operates with a high degree of collaboration and flexibility, which enables it to respond effectively to a rapidly evolving context and provides strong support for each team member.

The team plays a vital role in influencing change across the organisation and all officers contribute through building relationships, managing communications and providing advice across all services and throughout the organisational hierarchy, including senior officers and politicians.

**Service Development**

Work very closely with others in the Council to share information and ideas, and promote a consistent, organisational wide approach to policy and practice.

Participate in the development of the Council’s approach to delivery of the commitments made in the Climate Emergency Declaration of March 2019 and the Ecological Emergency Declaration 2020. To have a key enabling role, supporting the Sustainable Economy Service in that mission, and its effective communication and implementation in service areas.

Support the ongoing review and development of climate and environmental sustainability policies procedures and processes. Keep up to date with external developments in practice to inform changes in policy and procedure and for use as appropriate when advising line managers.

**Other**

Adopt a proactive approach to developing and maintaining excellent relationships and communication channels with a wide range of contacts including managers, external partners, clients and suppliers, staff and employee representatives.

Represent the manager as required, including attendance at internal and external meetings.

Participate in project activity and lead on specific projects or pieces of work on behalf of the manager, taking responsibility for the achievement of outcomes within required timescales

Ensure conformance to equal opportunity and data protection policies

**3.VALUES AND BEHAVIOURS FRAMEWORK: Improving People’s Lives**

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|  | We are *bold* in our approach, set aspirational goals for ourselves and create innovative solutions to tackle problems and adapt to changing circumstances. This value demonstrates that we are proactive, take action and deliver outcomes which improve people's lives. |
|  | We *empower* our staff and the people of Bath and North East Somerset so that they have the confidence and ability to find solutions for themselves and others. This value demonstrates how we develop our staff so that they are knowledgeable, are trusted to make decisions, able to challenge us and have the authority to be enablers. |
|  | We are ***supportive*** and work together to build trusting relationships. Our staff give help and encouragement to the people of Bath and North East Somerset and each other. This value describes how we are curious, collaborative and care for each other, our residents and the environment. |
|  | We are **transparent**, honest and accountable. This value demonstrates that we act with integrity, are open to criticism, are honest about our mistakes and want to improve and do better so that we deliver on our promises. |
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These Values are underpinned by a set of behaviours for all staff, managers, and leaders. These Values and Behaviours are used to support and inform our recruitment decisions, staff development and organisational behaviour.

**4. DIMENSIONS**

The Strategy Advisor will work within a designated service portfolio with a high degree of diversity and variable workforce compositions, business needs and priorities.

Corporate policy and programme teams do not have large budgets or staff numbers, unlike front-line services. Budget responsibility for this post is unlikely to exceed £50k.  The post holder may be responsible for managing volunteers or interns, as part of the team’s programme.

However, this role will have wide scope across all services in terms of climate programme development, performance monitoring and policy coordination; will engage with and influence throughout the management hierarchy; will provide advice to Cabinet members; and build relationships with a wide range of partners, from anchor institutions to community groups.

Flexible working arrangements mean that post holders may also work in other services and/or teams as required.

**5. PHYSICAL EFFORT AND WORKING ENVIRONMENT**

This is a desk-based job and most of the work will be completed using a computer. There may be some requirement to attend meetings at other sites and/or deliver training, workshops or other similar type events.

**6. GENERAL**

Undertake such other duties and responsibilities as specified by the Head of Service and Team Manager, and are commensurate with the level of the post.

This job description is not a complete list of duties but gives a general indication of the range of work undertaken. It will vary over time as demands and priorities change. The team structures within Sustainable Economyoperate with a high degree of collaboration and flexibility, individual service portfolios may therefore change over time and post holders are expected to undertake any other duties commensurate with the general level of responsibility of the post.

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| **7. PERSON SPECIFICATION** | | | |
| **POST TITLE** | **Senior Climate Strategy Advisor** | | |
| **QUALIFICATIONS:** | | **Essential** | **Desirable** |
| Education to at least under-graduate degree level or equivalent through work experience | | **x** |  |
| **PERSONAL QUALITIES** | | | |
| Strong team player with a collaborative work style | | **x** |  |
| The ability to be proactive, think creatively and identify development opportunities and continuing ways of improvement | | **x** |  |
| Ability to cope with conflicting demands and deadlines | | **x** |  |
| Ability to assimilate new information quickly | | **x** |  |
| Strong influencing and negotiating skills | | **x** |  |
| **KNOWLEDGE & EXPERIENCE** | | | |
| Knowledge and understanding of legislation, policy and practice on climate mitigation, ecology and the wider environmental sustainability field | | **x** |  |
| Experience of developing council and community strategies and action plans. | | **x** |  |
| Demonstrable ability to work co-operatively with other departments to achieve organisational goals. | | **x** |  |
| Proven stakeholder management and relationship building experience within a complex political environment | | **x** |  |
| Experience of community engagement, working with diverse community groups/networks and a wide range of engagement approaches. | |  | **x** |
| Experience of working within a complex political environment such as local government or other public sector context. | |  | **x** |
| **SKILLS & ABILITIES** | | | |
| The ability and flexibility to work across and support a wide range of services within the Council and the ability to work with other partner or commissioned organisations | | **x** |  |
| Proven research capability and ability to interpret information and data, provide analysis, options and appropriate recommendations | | **x** |  |
| Excellent communication and interpersonal abilities with demonstrable success in preparing reports and advising senior manager and governing bodies | | **x** |  |
| Strong organizational skills, with an ability to plan, prioritise and manage competing tasks and projects | | **x** |  |