



Job Description

Job title	Sustainability Project Support Officer	Hours	37 hours <i>Flexible working options are available, including job share</i>
Department	Corporate Projects, Performance and Climate Change	Salary	SK9 - £28,641
Location	Mix of home and office-based working (The Picture House, Council Offices, Grantham, NG31 6TT)	Contract	Permanent

Main Job Purpose

To support the Council's key priorities and corporate initiatives/projects regarding sustainability and climate change.

South Kesteven District Council declared a climate emergency in 2019 and is delivering a significant programme of work for the district of South Kesteven to reduce carbon emissions and adapt to the impacts of climate change.

Key duties of the role will include ensuring that there is effective, efficient implementation, monitoring and review of projects related to climate change, sustainability and biodiversity.

Review grant funding opportunities to support and deliver climate change projects for the council and partner organisations.

Develop reports, research and recommendations relating to climate change and sustainability to various groups, including Corporate Management Team, Committees and Council where required.

Supporting the line manager and colleagues to initiate and deliver projects across the Council.

Developing and maintaining strong positive relationships with key stakeholders including:

- Members
- Service areas
- Providers
- Partners and
- The general public.

This role not politically restricted.

Main Statement of Responsibilities

Development, delivery and management of multiple projects related to climate change and sustainability.

Identify and engage the right people, internal and external, to resource projects effectively.



Build and develop strong relationships with teams to ensure that can meet their commitments to delivering project outcomes and change.

Assist with regular reporting on climate change and environmental metrics and key performance indicators.

Produce regular project reports and updates as required for key stakeholders.

Development and delivery on capacity building and training sessions for internal colleagues.

Work closely with external partners on jointly delivered projects and opportunities.

Core values

Our vision is to “be the best district in which to live, work, and visit.” To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.

They focus attention on six areas:

Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council’s operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident’s trust.

Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Being responsible for our own performance.

Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

Kindness

- Empathy and understanding of others.
- Treating everyone with respect.



Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

Person Specification

Relevant Experience, Skills and Knowledge

- Essential
- Excellent knowledge of environmental issues
 - Excellent communication skills using straightforward language and a variety of tools to share a big picture.
 - Strong computer skills.
 - Strong persuasion and bargaining skills.
 - Ability to communicate at all levels
 - Background in collating, analysing and presenting data.
 - Experience delivering presentations to a range of different audience types
- Desirable
- Knowledge of local government
 - Experience identifying and delivering grant funded projects
 - Experience working with energy and carbon data

Relevant Qualifications

- Desirable
- A degree in a related subject or demonstrable experience in an environmental or energy role.
 - Qualified and experienced in a project management methodology e.g 6 Sigma, or equivalent agreed project methodologies.

Communication and Interpersonal Skills

- Essential
- An analytical thinker.
 - Responds positively to change and works accurately under pressure.
 - Excels in managing multiple key stakeholders and priorities.
 - Ability to build strong networks and collaborate with peers across the organisational boundaries in the delivery of strategic objectives



- Able to use a variety of communication tools to present and sell thoughts and ideas to a wide range of audiences
- Ability to work with all levels of management with confidence and ease, influencing and challenging managers

Desirable

- Proven track record of ability to consult, influence and advise stakeholders