

## Role Profile

<b>Job Title:</b>	<b>Sustainability Officer</b>
<b>Location:</b>	<b>Colindale Office/Hybrid Working</b>
<b>Department:</b>	<b>Sustainability</b>
<b>Directorate:</b>	<b>Strategy and Innovation</b>
<b>Grade:</b>	<b>J</b>
<b>Type of Working:</b>	<i>Hybrid</i>
<b>Reports to:</b>	<b>Senior Workstream Coordinator</b>

**1. Job Purpose:**

This role presents an exciting opportunity to join the Sustainability Team as we support Barnet to become a net zero borough by 2042. We are looking for a flexible, highly motivated and enthusiastic individual aiming to bring about change for the better. This is your chance to join us on our journey to become one of London's most sustainable boroughs and enable us to deliver on our commitments to being Net Zero. It presents an exciting and varied role that will offer the post holder the opportunity to contribute to delivering the Sustainability Team's ambitious agenda.

You will need to work with the rest of the team towards our vision of sustainability in Barnet:

- Becoming one of London's most sustainable boroughs
- Becoming a vocal climate leader
- Taking action to deliver outcomes, by tackling the most pressing environmental, social and economic challenges whilst being agile in the ever-changing landscape
- Ensuring our actions do not negatively impact future generations
- Supporting residents and businesses to make sustainable choices

Working closely with the Senior Workstream Coordinator, the Head of Sustainability and the wider Sustainability Team, you will work collaboratively across multiple service areas, with external organisations and the wider community on a variety of transformative projects. You will have the chance to support and lead developing work on climate adaptation, energy efficiency and warmer homes, circular economy, green infrastructure and engagement with residents and businesses, ensuring an approach grounded in partnership and a just transition.

Excellent collaboration with peers, service colleagues, partners and stakeholders, and experience within the field of sustainability will be essential to this role. You will need good time management and coordination, ensuring action logs, performance and other business planning is produced in a timely manner and that updates are provided to relevant stakeholders as required.

## 2. Key accountabilities:

- Effectively develop and lead projects and activities that will ensure the council meets its commitments to becoming net zero within an ambitious time and cost envelope, working with the sustainability team across workstreams.
- Lead the Staff Sustainability Network, hosting quarterly meetings with a variety of speakers to improve internal sustainability engagement across the Council.
- Work closely with the Senior Workstream Coordinator in identifying opportunities for external and internal funding, and support the development of funding bids where appropriate.
- Contribute to forward planning, presentations, agendas, and actions for committees, boards, and meetings with the with the Lead Member for Climate Change & Biodiversity and team project governance.
- Maintain action logs - ensuring that activities agreed are undertaken by officers, responses to requests are produced in a timely manner and where appropriate information is reported back in a timely manner.
- Undertake research and analysis and prepare briefing papers in support of the team's priorities; to horizon scan and identify best practice, informing our journey to Net Zero.
- Attend meetings where appropriate to represent Barnet Council at a pan London level for sustainability, fostering opportunities for partnership and shared learning.
- Develop effective relationships with subject experts across the council and external partners to support business processes.
- Create content for the internal and external facing Sustainability web pages; working closely with the web team to ensure information is kept up-to-date and relevant.
- Lead on the wider communication of the work of the team throughout the Council.
- Work with relevant teams so that all statutory and organisational requirements are met and that risk assessments, risk mitigation, and reporting requirements are implemented, managed and maintained.
- Implement and, where appropriate, contribute to the development of relevant policies, procedures and guidelines that support delivery of the council's sustainability plans.
- Be an advocate for change, working closely with the Corporate Strategy and Communications Team to ensure Sustainability is woven through all the Council's work.
- Be accountable for applying corporate policies in a way which makes the most efficient use of resources to support local needs.
- Support a culture that drives continual improvement, efficiency savings and high levels of resident satisfaction.

## 3. Financial Responsibilities:

- Working closely with the Senior Workstream Coordinator and the Head of Sustainability the post holder will be responsible for budget and finance monitoring for certain projects.
- Ensure that monitoring reports and external payments are completed on time, working closely with Governance, Procurement and Finance.
- This post will support the application of grants/external funding bids and any associated monitoring/evaluation requirements.

## 4. Health and Safety Responsibilities:

- Ensure full compliance with the Council's Health and Safety policies.

## 5. Promotion of Corporate Values

- To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work.

## **6. Flexibility**

- In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade. The post-holder may also be required to work outside of normal working hours on occasion.

## **7. The Council's Commitment to Equality**

- To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

## PERSON SPECIFICATION

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Criteria	Essential/Desirable	Assessed by:
<b>Professional Membership/Qualification</b>		
PRINCE2 or equivalent project/programme management qualification	Desirable	Application
Degree-level qualification or equivalent work experience	Essential	Application/Interview
<b>Experience &amp; Knowledge</b>		
The post holder will be expected to engage in continuing professional development in the field of climate change, including attendance at extra-curricular courses, conferences and seminars on a variety of climate change issues and topics	Essential	Application/Interview
Experience of successful completion of sustainability projects	Essential	Application/Interview
Experience in data analysis and a strong understanding of Excel	Essential	Application/Interview
A strong understanding of relevant policy, legislation or guidance associated with Net Zero, Retrofit, Climate Change, Air Quality, Sustainability in a local authority context	Essential	Application/Interview
Interest in Sustainability at Barnet and working to support progress towards net zero	Essential	Application/Interview
Knowledge of Local Government working environment and relevant governance processes	Desirable	Interview
Experience of managing a mixed and varied workload of conflicting priorities, responding effectively to the needs of all stakeholders	Essential	Application/Interview

Experience of working on multiple projects/activities and delivering on time and to budget	Essential	Application/Interview
Experience of delivering high quality and valued project support in a complex environment	Essential	Application/Interview
Experience and understanding of community engagement techniques	Essential	Application/Interview
Understanding of the political context of the role and the protocols around handling the Councillor/Officer interface effectively and professionally in a way that establishes confidence, credibility and trust.	Desirable	Application/Interview
<b>Skill &amp; Ability</b>		
Excellent communication, stakeholder and relationship management skills with proven ability to integrate well into a team and build relationships within multi-disciplinary teams	Essential	Application/Interview
Ability to prepare reports and presentations on potentially complex issues and present to a variety of audiences in an effective and clear style and produce findings and recommendations for actions/areas of improvement	Essential	Application/Interview
Ability to provide project management support across a number of workstreams, encouraging collaborative working, with an emphasis on creating an environment where all can share their ideas, be innovative and creative	Essential	Application/Interview
Ability to work in multi-disciplinary teams on projects in a rapidly changing environment	Essential	Application/Interview
Ability to proactively horizon scan, identifying opportunities to learn from best practice	Essential	Application/Interview
Highly organised and efficient, able to prioritise key activities to achieve the best results	Essential	Application/Interview
Ability to forward plan and manage a wide range of business activities and offer advice and support to stakeholders.	Essential	Application/Interview
Strong self-motivator with an entrepreneurial attitude.	Essential	Application/Interview
Proven team worker, who integrates well and strives to deliver the best outcomes for residents of Barnet.	Essential	Application/Interview
Ability to work effectively and establish positive relationships with colleagues, senior managers, external stakeholders and Members in a way that establishes confidence, credibility and trust.	Essential	Application/Interview

To work with all relevant teams to ensure that all statutory requirements are met.	Essential	Application/Interview
Ability to identify opportunities for co-operation and interdependency across groups and delivery units	Essential	Application/Interview
To seek out and support the relevant people for the task at hand and work with them to achieve the desired goal	Essential	Application/Interview
<b>Values &amp; Behaviours</b>		
<b>Caring</b>		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
<b>Learning to Improve</b>		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can.	Essential	Application/Interview
<b>Inclusive</b>		
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
<b>Collaborative</b>		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others.	Essential	Application/Interview