

GLPC Job Description

Job Title	Climate and Ecological Emergency and Resilience Officer		
Location	Exmouth Town Hall		
Reporting to (job title)	Town Clerk		
Service/Section	Exmouth Town Council		
Effective date	March 2022		
Evaluated Grade	F	Job Number	

Job Purpose including main duties and responsibilities:

To support the Town Clerk with delivering specific projects for the Town Council and its partners to help ensure that the Town is prepared for the new and emerging Devon carbon plan, and local work to improve biodiversity. This will involve mitigation, adaptation and resilience to adverse changes and entail close working with Exmouth Town Council Committees and Working Parties, Councillors, and outside bodies in order to promote and implement sustainable solutions, and community resilience, for Exmouth.

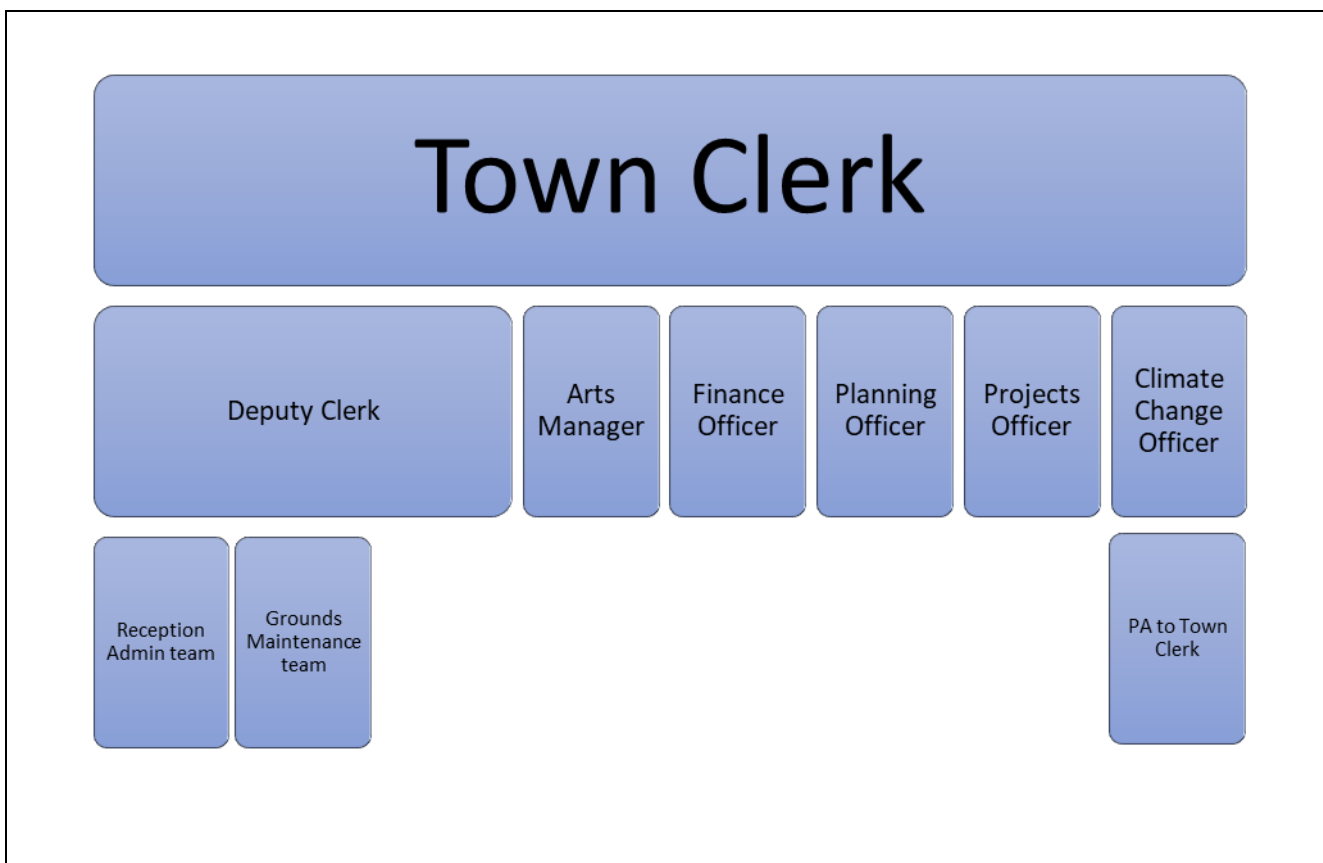
Main duties and responsibilities:

- Keep up to date in the fast-moving world of climate and ecological issues, especially as they relate to local action and projects.
- Develop and report on the Council's own carbon reduction targets, environmental policy, carbon reduction, and biodiversity targets.
- Provide support and guidance to businesses and residents in Exmouth to reduce their environmental footprint and greenhouse gas emissions, while encouraging local biodiversity.
- Provide professional support to increase the resilience of the town's residents, businesses and organisations. This relates both to extreme weather events, and other emergencies.
- Provide officer support for the work of the Climate and Ecological Emergency Working Party, Plastics Reduction Working Party, Community Resilience Working Party, and give advice to other Committees and Working Parties in relation to environmental issues and impacts.
- Organise / Support roadshows and events locally, highlighting environmental issues.
- Maintain Working contacts and relationships with the Council's partner organisation, Transition Exmouth, and with Plastic Free Exmouth and other local environmental groups.
- Maintain close relationships with other Councils (DCC and EDDC), with neighbouring Councils, and representative bodies such as Devon Association of Local Councils (DALC).
- Scope out and apply for funding for related projects.

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Management of people	N/A		◦ Application form and interview
Experience	<ul style="list-style-type: none"> ◦ Project management including budgets. ◦ Working in Environment/Sustainable Development field ◦ Working within local democratic processes. 	◦	◦ Application form and interview
Practical Skills	◦ Excellent organisation skills.	◦	◦
Communication	<ul style="list-style-type: none"> ◦ Clear verbal communicator, able to work effectively with a wide variety of people. ◦ Strong customer care orientation (dealing with the public.) ◦ Tactful and diplomatic. ◦ Ability to write clear and accurate reports and correspondence. ◦ Ability to fulfil all spoken aspects of the role with confidence and fluency in English 	◦	◦ Application form and interview
Personal Qualities	<ul style="list-style-type: none"> ◦ Professional approach to managing projects. ◦ Ability to generate ideas. ◦ Self-motivation. ◦ Ability to work with impartiality in a political environment. 	◦	◦ Application form and interview
Strategic Thinking	◦ Excellent understanding of environmental issues & local/county plans.	◦	◦ Application form and interview
Technology / IT Skills	<ul style="list-style-type: none"> ◦ Competent in using IT systems, including Word/Excel/Email and Internet. ◦ Competent in using social media platforms, e.g. Facebook & Twitter. 		◦ Application form and interview
Education and Training	◦ Degree/NVQ Level 4 qualification or equivalent experience in Environmental Science/Sustainable Development/Flood Risk Management.	◦	◦ Certificates
Professional Registration			Certificate/Registration

Equal Opportunities	Exmouth Town Council and its staff seek to eliminate discrimination, advance equality and foster good relations.	Demonstrate knowledge at Interview
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary.	OH1
Other relevant factors	Commit and conform to Exmouth Town Council Customer Service Standards.	



1. Supervision and Management:

This post does not line manage or supervise staff.

2. Creativity & Innovation:

The post-holder's main task is to deliver specific projects for the Town Council to help ensure that the Town is prepared for the new Devon Carbon Plan by complementing local work to improve biodiversity, including mitigation, adaptation and resilience to adverse changes. This will entail close working with local community partners on delivering an Action Plan, designed to promote healthy lives for a healthy planet and Exmouth Town Council's Committees and Working Parties, Councillors in order to promote and implement sustainable solutions and community resilience for Exmouth.

Project management skills are required in order to deliver projects relating to Climate Emergency & Resilience. The post-holder is required to manage the budget for work and projects under their control and a good understanding of contracts/procurement is desirable.

The post requires creativity in order to get ideas across in an imaginative way and inspire Exmouth businesses and communities to adopt sustainable solutions to working and living. The post also requires experience in planning and delivering projects that the Exmouth community want to support, e.g. bee-friendly gardens, distributing and planting more trees, E-bike hire.

Therefore, this post will make a strong contribution to raising the profile of Exmouth Town Council in the area of sustainable development.

Effective links with the public will also be maintained via communications on social media.

3. Contacts & Relationships:

Council Members – working closely with members on working party projects, such as:

- Climate and Ecological Emergency Working Party
- Tree TAFF – improving the tree canopy across Exmouth
- Plastics Reduction – reducing use, promoting alternatives.
- Community Resilience – providing practical solutions to flood risk, etc.

The post-holder will provide professional advice and support to Councillors and work closely with them on these projects.

Public - the post holder needs to be able to communicate ideas in a motivating and non-confrontational manner in one-to-one situations, small groups as well as large audiences. This requires skills in tact and persuasion, to help businesses make carbon-friendly choices and help citizens understand what they can do to improve and sustain their environment. The post requires the ability to listen to and evaluate other people's creative and innovative ideas.

External – Devon County Council, East Devon Council and local community organisations – the post-holder will collaborate closely with other local authorities and local organisations, including Transition Exmouth, to deliver initiatives that are consistent with the principles of the Devon Carbon Plan.

The post-holder will require strong communication and organisation skills in order to co-ordinate and manage projects.

4. Decisions - Discretion:

The post has autonomy to take decisions on project workload and managing this within programmes and objectives set for Transition Exmouth. Decisions will be made from a wide range of choices that do not require constant reference to the line manager.

5. Decisions - Consequences:

Impact on public via delivery of projects. Effective decisions and actions will encourage public appreciation and positive feedback for the Council.

Decisions made by the post holder will have an effect on Exmouth communities and businesses.

6. Resources:

No personal, day-to-day responsibility for physical resources.

7. Work Demands:

The post-holder is responsible for organising and prioritising their own work. The post will be required to juggle priorities, in response to the demands of the working parties that the post supports and changes may be required at short notice.

8. Physical Demands:

Normal physical effort is required for this post.

9. Working Conditions:

Majority of work carried out indoors, in a well-lit, heated and ventilated environment. Some outdoor/site work needed to visit, assess and advise businesses on reducing carbon footprint.

10. Work Context:

Minimal risk to physical safety in this post.

11. Knowledge & Skills:

The post-holder requires qualification to Degree/NVQ Level 4 standard or equivalent experience in Environmental Science/Sustainable Development/Flood Risk Management.

The post holder requires demonstrable experience of project management, delivery and evaluation. Also required are:

- Proven experience of delivering change.
- Experience of working in and enthusiasm for sustainable development with understanding of climate mitigation and adaptation.
- Experience of working effectively with LA council members
- Detailed knowledge of the Devon Carbon Plan and the Transition movement

- Good knowledge of legislation relating to the Climate and Ecological Emergency
- Excellent interpersonal and communication skills both written and verbal as the post holder will work with a range of audiences.
- Excellent diplomatic skills in order to manage contacts with the public and external organisations.
- Ability to use initiative and be self-reliant.

GLPC profile:

SUP	CRE	CON	DEC DIS	DEC CON	RES	WK DEM	PHYS DEM	WK COND	C TXT	K&S	Score
1	4	4	3	2	1	2	1	1	1	5	452

Signatures

Job Description agreed by:

Line Manager:

Name: _____ Signature: _____ Date: _____

Post-Holder:

Name: _____ Signature: _____ Date: _____

Health & Safety:

Potential Hazards	Applicable to this job? (✓)	Action to be taken (text)	<u>Examples of action to be taken (this list is not exhaustive)</u>
Display Screen Equipment	✓		Conduct regular workstation assessments through Cardinus software
Electricity – fixed / portable	✓		Ensure PAT ¹ certificates are up-to-date
Manual handling			Ensure J/H attends appropriate training
Verbal / physical abuse			Ensure J/H is familiar with appropriate policies & procedures
Work equipment			Ensure J/H is familiar with all equipment and its proper usage and maintenance

¹ Portable appliance test

Fire			<i>Ensure J/H is familiar with evacuation procedures and use of fire-fighting equipment (if appropriate)</i>
Environmental			<i>Wear appropriate PPE²</i>
Isolation / lone-working			<i>Ensure J/H is familiar with appropriate policies & procedures</i>
Slips, trips & falls			<i>Ensure J/H is familiar with appropriate policies & procedures</i>
Chemical			<i>Ensure J/H is familiar with appropriate policies & procedures and wears PPE if required</i>
Working with Vulnerable persons			<i>Ensure J/H is familiar with appropriate policies & procedures</i>
Premises related	✓		<i>Ensure J/H is familiar with appropriate policies & procedures</i>
Transport risks			<i>Ensure J/H is familiar with operation of vehicle(s) and safety procedures</i>
Working at heights			<i>Ensure J/H wears appropriate PPE and follows safe system of work</i>
Other hazards not identified above			<i>Deal with on an individual basis,</i>

² Personal protective equipment