

Job Description

1. Job Title	Climate Change Projects Officer
Service Area	Economy, Culture, Environment and Housing
Service	Place Shaping & Economic Growth
Team	Strategic Property and Major Projects
Date prepared/Revised by	October 2022
Post accountable to	Sustainability Officer (PSEG)
Post directly responsible for employees (number of workers)	Direct supervision: 0 Indirect supervision: 0
2. Main Purpose	
<p>Works within a team providing a wide range of specialist technical duties within the Place Shaping & Economic Growth (PSEG) service, to ensure efficient, effective and compliant service delivery and to drive continuous service improvement, with a particular focus on climate change and carbon reduction.</p> <p>Leads on the technical aspects of the Strategic Property and Major projects workstream, providing diverse technical support within the service.</p> <p>Develops, designs and manages a wide range of information and intelligence systems. Supports the scoping and delivery of carbon reduction and other service improvement opportunities to enhance the provision, efficiency, commercial potential and accessibility of the services provided.</p>	
3. Key Contacts	
<p>Internal: Members, Head of Service, Senior Managers, Colleagues in and out of the service</p> <p>External: Customers, User Groups, Government Bodies, Stakeholders, Partner agencies</p>	
4. Main Accountabilities	
<ol style="list-style-type: none"> 1. Carry out research, data gathering, extraction and analysis, and interpret and present the results in a range of formats 2. Undertake a technical workload 3. Process creation & re-engineering 4. Development, design and management of systems and information 5. Provide project support to a range of projects and involvement in the implementation of services and initiatives. 6. Play a proactive role in delivering the Place-shaping & Economic Growth Service vision and demonstrating a 'One Council' approach 	
5. Standard Accountability Statements	
<p>Health and Safety: You are required to comply with the council's Health and Safety Policy and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues at work and those affected by your work. You must comply with your safety responsibilities and must co-operate with management in all respects for the full implementation of the council's Health and Safety Policy. Your safety responsibilities are shown on the Safety Responsibility Statement (SRS) for your post.</p>	

Equality and Diversity: The post holder must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services.

Learning and Personal Development: The post holder has a personal responsibility for his or her own learning and development, and will maintain up-to-date records of achievement and attendance as required. The post holder must undertake the learning and development identified in the job skills matrix, and other relevant training that is identified and agreed with their manager.

Data Security: Harrogate Borough Council staff must, at all times, maintain personal responsibility for the safe and secure movement of data within, into and out of the authority.

Safeguarding Policy and Procedures

The post holder will adhere to all the Council's Safeguarding Policy and Procedures.

6. Job Activities

Main duties and responsibilities relating to accountabilities identified above

1.0 Carry out research, data gathering, extraction and analysis, and interpret and present the results in a range of formats

1.1 Ensure that relevant Business Intelligence information is collected, held, managed and appraised to inform decision making, policy development and project delivery (including but not limited to carbon emissions and energy data and other performance management data, legislative reporting requirements, project information and customer feedback).

1.2 Help to develop and use different methodologies and approaches to research and data gathering.

2.0 Undertake a Technical workload

2.1 Captures/imports data into a wide range of information and intelligence systems as/when required.

2.2 Provides technical support across a diverse range of service activities, including carrying out survey work.

2.3 Undertakes a wide range of communication and engagement activities to support the work of the service.

3.0 Process creation & re-engineering

3.1 Uses Business Improvement methodologies to identify and improve working practices.

3.2 Reviews and documents processes to improve the customer experience.

3.3 Identifies and delivers wide ranging service improvement and commercial opportunities.

3.4 Monitors trends and change and reacts to new legislation, good practice and emerging technologies.

4.0 Development, design and management of systems and information

4.1 Maintains, develops, updates and contributes to departmental systems, databases, Intranet and web pages and provides input to corporate systems.

4.2 Ensures systems and information are in place and adhered to, in order to provide an efficient and effective public facing information service – including text, image and geographical information.

4.3 Liaises with core systems suppliers and their support functions.

4.4 Works with the various internal and external users of the systems to ensure that they are fit for purpose, efficient and effective, including user training where appropriate.

5.0 Provide project support to a range of projects and service reviews and involvement in the implementation of services and initiatives

5.1 Helps to prioritise and schedule workload, track and manage deadlines, chases up and reports progress of actions agreed in projects and programmes.

5.2 Undertakes a project support role for a wide range of service projects, in particular the council's carbon reduction and climate change activities - organise meetings, briefings, training sessions with/for officers, staff, members and third parties including diary management, bookings, papers, IT support, training materials, and produce agendas, minutes and action sheets.

6.0 Play a proactive role in delivering the Place-shaping & Economic Growth Service vision and demonstrating a 'One Council' approach

6.1 Work with colleagues to build relationships and understanding across the service and the wider Council; supporting each other to deliver excellent cross-service communication and corporate priorities in line with a shared 'one team' vision.

6.2 Take responsibility for own work, performance, development and behaviours; using own initiative to ensure that expectations are met for the benefit of the council, our customers and our colleagues.

6.3 Strive to deliver excellent customer service at all times, by demonstrating a customer focussed attitude as well as commercial awareness.

6.4 Contribute to service improvement work and look for opportunities to continuously improve own performance.

6.5 Keep up to date with developments and achievements within the service and wider council, seeking opportunities to share knowledge & skills, celebrate success and to learn & improve

6.6 Undertake any other duties commensurate with the post/grade as directed by your manager or any member of the Service Leadership Team.