

Role profile

Job Title:	Climate Action Graduate	Grade:	6
Department:	Climate Action and Sustainability	Post no.:	51984
Directorate:	Growth and Sustainability	Location:	Perceval House

Role reports to:	Principal Climate Action Project Officer
Direct reports:	N/A
Indirect reports:	N/A

This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the council and the requirements of the job.

Job description

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

Purpose of role

- To contribute to the delivery of the council's climate strategy.
- To support delivery of climate action programmes of work and gain an understanding of the social, political and financial mechanisms of local government and climate change.
- Develop knowledge, skills and experience to be an effective sustainability practitioner and future leader upon completion of the graduate placement.

Key accountabilities

Strategy

1. Support the climate action team in the development of policies, strategies and workstreams to support the council's target of net zero carbon emissions by 2030.
2. Produce briefings, reports and relevant documentation, and providing support, where applicable.
3. To design and produce engagement content, user manuals, forms, templates and other materials required for new initiatives and campaigns.

4. Assist with the development of policies and procedures and guidance notes for staff and managers.
5. As needed, represent the Council on external business related to climate change, including with other boroughs, regional bodies and partner organisations.
6. Seek out opportunities to bring funding into the borough to support delivery of the Council's climate emergency work.
7. Apply analysis and intelligence skills, conduct research on best practice and the latest thinking relating to community engagement, synthesise findings to input to proposals and recommendations on future engagement plans.
8. Assist in monitoring and reporting on progress against the climate strategy objectives, using quantitative and qualitative data.
9. Write case studies to support communications, funding bids and reporting.

Engagement

10. As required, support forums and engagement with the wider borough on climate change, to support borough-wide net zero carbon target, such as community and business programmes.
11. Increase awareness, understanding and commitment to action amongst Ealing organisations and citizens.
12. Work collaboratively with the council's Communications Team and others to develop and deliver the climate action communications strategy and translate the strategy into practical actions that will influence and inspire action by residents, community organisations, local businesses and the public sector.
13. Assist in promoting energy efficient behaviour and available support for residents.
14. Assist in developing a schools climate action programme.
15. Set up a workplace climate action network with regular sustainability message updates, expand membership.
16. Create content for social media related to climate action.

Ongoing learning and development

17. Keep up to date on best practice, developments and trends in climate change.
18. Undertake other duties and responsibilities of a similar nature and at a similar level of responsibility to those described above which may be allocated from time to time.

Key performance indicators

- To support successful delivery of climate action programmes across the borough's neighbourhoods
- To support inclusive and extensive resident and stakeholder engagement, including maintaining an up-to-date stakeholder database and circulating project updates and opportunities.
- To prepare high quality reports and presentations, including project briefings and monitoring documentation.

Key relationships (internal and external)

- Economic Growth and Sustainability service
- Transport team
- Parks team
- Waste minimisation team
- Communications team

Authority level

- N/A

Person specification

NB: applicants to address the items highlighted with ()** in their application.

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Essential knowledge, skills and abilities

1. ******Good understanding of the climate change agenda and policy landscape.
2. ******Ability to build and maintain strong working relationships within your organisation and with external partners.
3. ******Excellent verbal and written presentation and communication skills with ability to communicate at all levels.
4. Experience of supporting resident and stakeholder engagement is desirable.
5. ******Excellent attention to detail, and ability to analyse and interpret data.
6. Excellent IT skills especially in Microsoft PowerPoint, Excel and Word.
7. Experience of maintaining spreadsheets or databases.
8. ******Excellent personal organisation skills, including prioritising own workload.
9. ******The ability to work in a proactive way without need for close or continuous supervision.
10. ******Ability to follow instructions and work to deadlines.
11. Able to work flexibly as part of a team, asking for and giving support as necessary.
12. Knowledge of equality and diversity, and health and safety.

Essential qualification(s) and experience

1. ******Educated to degree-level or equivalent in a relevant subject

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues 	<ul style="list-style-type: none"> • Does what they say they'll do on time • Is open and honest • Treats all people fairly 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards