

Principal Sustainability and Climate Change Officer

Role Profile

Service: Place
Grade: Band 10
Reporting to: Strategic Planning and Growth Manager
Responsible for: Senior Planner and Allotments Officer



About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors are embarking on a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Working together to build the best future for all our communities / everyone in Trafford.

Our vision is about giving people in Trafford greater choice about where they live; to build and sustain in thriving communities; and to develop areas which we can all take pride in. It's about people living healthily; receiving care when they need it and having access to our green spaces with great transport links across the borough.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Your Main Priorities

To lead and contribute to the preparation, implementation and monitoring of a range of sustainability policy, strategy and projects to meet climate change, clean air and green infrastructure requirements.

Key duties

- To lead on the development and delivery of a range of sustainability related projects,
-
- To lead on the preparation of a range of sustainability related strategies, plans and policies.
- To support the preparation of a wide range of strategies, plans and policies relating to spatial planning and development, including the Plan for Everyone and Trafford Local Plan.
- To lead on formulating and updating sustainability policy, including Climate Change and Clean Air, in liaison with key stakeholders such as the GMCA, and ensure Trafford is fully represented in the production of sub-regional sustainability plans.
- To work in partnership with the Council's Regulatory Services team on the preparation and delivery of the GM Clean Air Plan and other associated local policies and initiatives.
- To lead on green infrastructure policy, strategy and delivery.
- To work in partnership and maintain excellent working relationships with key stakeholders, including Amey, GMCA, Low

Carbon Hub, other local authorities, developers and the community concerning the implementation of sustainability related schemes.

- To manage agreements, contracts and project delivery with other environmental partners including City of Trees, Trans Pennine Trail, GMEU, Bridgewater Canal Trust and Trafford Countryside Management Partnership
- To manage the Council's Allotments Service.
- To identify and secure funding for the delivery of sustainability related projects and initiatives.
- To support the preparation of briefs, evaluation of tenders and the appointment of consultants for individual schemes and studies.
- To evaluate and then initiate formal responses to statutory and other consultations, including providing advice on planning applications, in respect to sustainability and land use issues and to prepare reports as required.
- To be responsible for preparing witness statements and other evidence and appearing at Examinations in Public into the Development Plan and public inquiries into decisions on planning applications.
- To work constructively and corporately with other Council Directorates and to provide appropriate advice and briefings to the Head of Service, Corporate Director, Corporate Leadership Team, Executive Member and Executive on a range of issues as required.
- To take responsibility for the management of timescales, budgets and evaluation of specific projects.
- To represent the Council on regional, sub-regional and local groups.
- To deputise for the Strategic Planning and Growth Manager as required.
- To develop and maintain up to date knowledge of relevant legislation, current policy and practice and professional expertise relating to sustainability and land use issues.

- To undertake other duties and responsibilities, as directed by the Strategic Planning and Growth Manager, commensurate with the grade of the post.

About You

Qualifications and Professional Development

- Educated to degree level or equivalent in a relevant discipline or formal off the job training supported by certification

Experience and Knowledge

- At least 3 years' experience of working in a related field
- Experience in producing and implementing sustainability related policies and strategies
- Experience in project development, implementation, management and monitoring
- Experience in financial management through the securing and monitoring of funding to time and to budget
- Experience of translating changes in policy direction into practical action including in relation to sustainability matters
- Experience of persuading, influencing and negotiating successfully with a range of stakeholders
- Knowledge of relevant legislation & concepts and principals in relation to sustainability policy
- Knowledge of the issues and procedures relating to the determination of planning applications
- Knowledge of the funding mechanisms to secure sustainability projects

Skills and abilities

- Excellent communication, inter-personal and presentation skills
- Excellent project management skills and ability to work to tight deadlines
- Excellent report writing and analytical skills
- Ability to work as part of a team

- Ability to persuade, influence and negotiate successfully with a range of stakeholders and deal with complex and contentious issues
- Ability to interpret, analyse and present complex data and/or information in a format easily understood to all audiences
- Ability to work closely with the private sector and key public sector stakeholders
- Ability to work on own initiative, including an ability to respond independently to unexpected problems and situations
- Ability to work in a political environment

Special Conditions

- Casual Car User

Date prepared/revised: August 2019

Prepared/revised by: SJ

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.