

Job specification



Job title: Climate Engagement Officer – Business & Economy

Service: Climate Response Team – Environment Directorate

Grade: G6

Reporting to: Climate Change Manager

Your job

Climate change and environmental sustainability pose some of the biggest challenges to the future operation of the Council's service, as well as the resilience and well-being of our borough, its communities and the environment. In recognition of these challenges, Wigan Council declared a Climate Emergency and has committed to taking urgent environmental action.

The Climate Response Team is responsible for the strategic and operational delivery of the ambitions of Wigan Council to become a carbon neutral authority by 2038, influencing the borough on the same journey. At the heart of the team's ethos is the requirement to ensure the Council and the borough are transitioning to sustainable lifestyles that support a range of priorities across the organisation.

In this role you will have an exciting opportunity to support the delivery of the Council's focus on managing our impact on climate change and adapting to future impacts. As Climate Engagement Officer focussing on businesses & the economy you will work directly with the business community to support a sustainable and just transition to net zero carbon across the borough as quickly as possible.

Your role will be to engage with new and existing businesses to support the delivery of green business growth and job creation within the borough, that is in line with our climate commitments and environmental ambitions. By supporting the delivery of the goals sets out in the Outline Climate Change Strategy, coupled with our new approach to community wealth building that sits alongside our corporate strategy The Deal 2030, you'll be helping us create a sustainable place where people want to work, invest, live and visit.

As with all members of the Climate Response Team, you will support in the wider engagement and communication of the Outline Climate Change Strategy in order to mainstream the climate conversation, providing advice and opportunity to all members of society.

Mandatory statement

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

In the next 12 months, you will:

- Work with the Invest in Wigan Team, to identify key businesses across the borough, to develop collaborative working opportunities which will ensure local businesses begin to support the delivery of the Outline Climate Change Strategy.

- Undertake detailed research with engaged and marginalised businesses to understand the obstacles to a sustainable transition to net zero carbon
- Organise and implement targeted resources and engagement campaigns (digital and in-person) that can be delivered to or utilised by businesses across the borough

On an ongoing basis you will:

- Deliver high quality sustainable business engagement to support green growth aspirations in line with the Council's climate commitments, through advice, signposting, networking, enabling access to funding and assisting in the development of major employment opportunities
- With signposting from the Economic Development Service, act as the day-to-day contact with businesses and stakeholders on all issues relating to climate change and sustainability and taking ownership of any development and collaborations that can be identified through such contact
- Support the growth of a local, green, circular economy in Wigan borough, providing key advice and information to colleagues and key partners
- Support the delivery of working groups as part of the wider governance of the climate agenda which may include supporting the project management of the working groups
- Liaise with colleagues across the wider Greater Manchester Combined Authority, to ensure Wigan Council has a voice in the developing field of sustainable economic growth and green business
- Provide regular updates in the form of reports or briefs, to the Climate Change Manager and Senior Management Team and pro-actively assist in the strategic and performance delivery of the Outline Climate Change Strategy
- Assist in the delivery of wider Wigan Council initiatives and policy including The Deal 2030 and Community Wealth Building, to link priorities with the Outline Climate Change Strategy
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need

You must be able to demonstrate the following essential requirements:-

- A relevant degree level academic qualification, or demonstrate a similar level of professional knowledge, skills and experience relevant to the requirements of this post.
- Demonstrate knowledge and understanding in the areas of climate change/sustainability and economic growth alongside an understanding of local, regional and national policy focussing on green economic growth, with an awareness of the key barriers to this
- Minimum of 2+ years relevant professional experience
- Experience of engaging with businesses ensuring successful outcomes, with experience of providing sustainability advice desirable
- Demonstrable experience of planning, creating and delivering engaging events, content and resources as well as being able to present clearly in a range of formats to target specific audiences. This will include presentations to a range of audiences
- Excellent communication, interpersonal, teamworking and influencing skills alongside strong research skills and report writing. With the ability to demonstrate initiative
- Robust IT skills with competent knowledge of Microsoft programmes as well as the ability to prepare and present quality information and data and to maintain accurate records of progress
- A knowledge and understanding of local authority priorities, corporate responsibilities, culture and policy would be desirable
- Innovative and creative approach to implementing and delivering widespread behavioural change
- Hold a current valid driving license or have the ability to travel as required using public or active transport

Our culture

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

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Be Kind... be helpful, generous and thoughtful towards yourself and others

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation

Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough