

**LONDON BOROUGH OF LEWISHAM
JOB DESCRIPTION**

Designation:	Climate Emergency Officer	Grade:	PO3
Reports to :	Head of Climate Resilience	Grade:	SGM3
Directorate:	Place	Section:	Climate Resilience Team

Main purpose of the job:

To drive delivery of the Council's Climate Emergency Action Plan using an evidenced-based approach to target resources and focus towards the Council's ambition to make Lewisham net zero by 2030.

To shape and implement the Council's work to inspire, inform and engage residents, communities and partners to take action on the climate crisis.

Summary of responsibilities and personal duties:

1. Project manage delivery of the Council's Climate Emergency Action Plan. Monitor and report on progress against objectives, using quantitative and qualitative data.
2. Identify and introduce good practice from all sectors on climate change and environmental action. Develop new initiatives and seek out opportunities to bring funding into the borough to support delivery of the Council's climate emergency work.
3. Work collaboratively with the Council's Communications Team, Community Services and others to engage and inspire action within the Council and by residents, community organisations, schools, local businesses and the public sector.
4. 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.
5. Support the development of active and purposeful partnerships amongst Lewisham's residents, community groups, organisations and businesses and work collaboratively with key stakeholders to identify opportunities for climate actions.
6. Engage with local schools leading delivery and development of Lewisham's Schools Climate Network.
7. Coordinate the Council's corporate sustainability work, creating opportunities for Lewisham to demonstrate its leadership on net zero and the environment. Support the Council's climate staff forum and work with the Council's internal communications team and colleagues in energy, transport and waste to devise, deliver and promote culture change initiatives across the Council.
8. Produce an annual corporate carbon emissions report drawing on data from the corporate energy team, fleet, leisure centres and others. Develop opportunities to improve this work to cover corporate sustainability.

9. Work with service teams in air quality, biodiversity, flood risk, waste & recycling, sustainable transport, corporate energy and procurement to shape a joined-up holistic approach to wider environmental challenges faced by the borough.
10. Use the Council's website, social media and other forms of communication to engage and connect with residents and community groups on climate and decarbonisation.
11. Draft reports, answers to council questions and provide contributions to other strategic documents that build a persuasive case for urgent action on the climate crisis. Work with other Council services to embed the response on climate emergency into delivery of wider services.

Person Specification

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Notice for candidates

The Person Specification identifies the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equal Opportunities

A commitment to take action on equal opportunities and diversity issues and to implement the Council's Equal Opportunities policies.

Knowledge

An excellent knowledge and understanding of environmental sustainability issues including current legislation and national policy in an inner London setting (S).

An understanding of the challenges and opportunities of working in the public sector (S).

Aptitude

The capacity to engage with and deliver work of a highly complex and diverse nature.

The ability to build and nurture both internal and external relationships: working effectively as a collaborative team member, including with senior partners.

A willingness to take the initiative to drive the delivery of corporate objectives and the judgement of when to seek agreement from others before proceeding.

The ability to manage potentially conflicting priorities and respond to a changing policy environment.

The ability to identify and develop new opportunities and find creative solutions to challenges.

Skills

The ability to present complex information clearly and concisely with the ability to adjust communication styles to meet the needs of different audiences to write persuasively and engagingly to have maximum impact and influence change.

Excellent project management skills.

The ability to influence others and to work with a diverse range of stakeholders to deliver results.

Experience

Experience of managing complex projects with successful outcomes. (S)

Experience of communicating with a wide range of stakeholders. (S)

Experience of data collection, analysis and report evaluation

Experience in the design and project management of successful events.

Experience of delivering effective community engagement campaigns.

Qualifications

Degree level qualification or relevant experience in project management, fundraising, environmental sustainability, climate change, partnership working (S).

Personal Qualities

A strong commitment to probity, honesty and openness, treating people consistently, fairly and with respect.

A commitment to learn, the desire to acquire new knowledge, skills and the drive to put new ideas into practice.

A flexible and creative approach to achieving results.

Circumstances

Able to attend meetings in the evening; to work outside normal office hours; and to work beyond minimum hours as and when required to achieve deadlines

DBS Disclosure Required? No