



ADUR & WORTHING COUNCILS

Sustainability Officer Job Description

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| Authority: | ADC / WBC |
| Directorate: | Digital & Resources |
| Section: | Sustainability |
| Post Title: | Sustainability Officer |
| Post Number: | TBC New post |
| Accountable to: | Strategic Carbon Reduction & Sustainability Manager |
| Management responsibility for: | N/A |
| Authority to liaise with: | Internal/External |
| Meetings attended on a regular basis: | Council Committee Meetings as required to present reports. Regular commitments: Chief Executive's Climate Change Board, Carbon Reduction Delivery Group, Travel Action Plan Delivery Group. |
| Work style | Flexible |

Principal purpose of job (role summary)

To work across Adur & Worthing Councils and with outside organisations to mainstream and increase capacity to help deliver the Councils' sustainability and climate agenda both within the council and across Adur & Worthing.

To help develop, manage, coordinate and deliver a diverse range of innovative sustainability strategies, plans, projects and partnerships under the framework of *SustainableAW* and *Platforms for our Places (PFOP)*, in particular *Platform 3: Tackling Climate Change and Supporting our Natural Environment*.

Main duties, tasks and responsibilities of post holder

1. Develop projects, policy and practice for Adur & Worthing Councils' sustainability service working internally across the councils' Directorates and with council staff, and externally with local and regional partners.
2. Develop sustainability projects to help deliver *SustainableAW* and *P4OP* internally and externally to the councils. Work flexibly and collaboratively with the Strategic Carbon Reduction & Sustainability Manager, the Carbon Reduction Manager, relevant officers and external stakeholders.
3. Maintain a close involvement with the development of outcomes, objectives and targets

for appropriate business or project plans, assuming individual responsibility for the delivery of outputs and outcomes.

4. Establish, manage and contribute to partnerships and forums across Adur & Worthing and the region to raise the profile and increase activity across Adur & Worthing to deliver the councils' sustainability, climate and biodiversity agendas. including setting up and managing external partnerships and forums with stakeholders from the community, business and public sectors, as needed, to draw together and increase local capacity to improve the sustainability of Adur and Worthing and beyond.
5. Manage a range of sustainability projects and partnerships concurrently, forging effective links with all partners and stakeholders to increase capacity and outputs.
6. Act as a technical expert and lead officer on a range of sustainability policy areas reflecting the *SustainableAW* themes. Using professional expertise to advise on environmental issues in line with statutory frameworks and the council's environmental, sustainability and climate objectives. Commissioning and providing expert advice on a range of sustainability issues; responding to complex queries and advising internal and external stakeholders.
7. Support the Strategic Carbon Reduction & Sustainability Manager through leading on the development of external funding bids to support the delivery of sustainability projects, and sourcing match funding. Negotiating with external agencies, co-ordinating council departments and forming strong partnership working across the sectors.
8. Lead on the delivery of externally funded projects ensuring the effective budget management and coordination and collaboration of council working groups, and external partners to meet claim deadlines and achieve deliverables.
9. Work on officer steering groups and advisory panels as a lead officer on sustainability and climate to ensure that the Councils' projects and developments incorporate sustainability issues through the development process and achieve best practice in sustainability.
10. Ensure that sustainability is reflected strongly in key plans and policies including Planning documents, and achieved in new developments.
11. Prepare reports for the Joint Strategic Committee and other political decision reports on these plans, policies, projects and partnerships. Contributing to, and in some cases acting as co-author for Planning Documents or text for the Worthing Local Plan and Adur Local Plan.
12. Prepare, monitor and review key policy documents. Designing and delivering consultation and undertaking research and reporting.
13. Work across the council's directorates and with partner organisations to promote sustainability in Adur and Worthing and the wider region, nationally and internationally. This will involve sitting on strategy development groups, preparing committee reports, developing and running projects and initiatives, providing advice, giving presentations, and working in partnership with external bodies.
14. Keep up to date with relevant legislation, guidance and good practice on sustainability in order to help advise the council on service delivery and to inform responses to detailed questions both internal and external. Responding through briefing officers and members where required preparing and presenting reports to committees, and handling detailed enquiries.
15. Lead and participate in arranging a programme of events to promote sustainability working within the councils' and with partner organisations. Presenting and liaising with individuals and organisations; and designing display and promotional materials.
16. Represent the Sustainability Team on behalf of the Strategic Carbon Reduction & Sustainability Manager in relevant matters with the general public, residents, partnerships, external bodies, council committees and elected members.
17. Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
16. Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.
18. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies.

19. Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Job Description agreed by:

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| Post holder: <i>(print name)</i> | |
| Signature: | |
| Date: | |
| Line Manager: <i>(print name)</i> | |
| Signature: | |
| Date: | |
| Head of Service: <i>(print name)</i> | |
| Signature: | |
| Date: | |