



ADUR & WORTHING
COUNCILS

Job Description & Person Specification

Authority	ADC / WBC
Directorate	Sustainability & Resources
Service	Strategic Sustainability
Post Title	Sustainability Officer
Post Number	
Accountable to	Sustainability Manager - Nature Projects & Partnerships
Management responsibility for	N/A
Authority to liaise with	<p>Internal: Working closely with council officers across directorates including colleagues in the sustainability team, technical services, parks, place & economy, waste & recycling, communications, customer service and finance. Executive members and the portfolio leads for the environment agenda.</p> <p>External: Community and third sector groups with a focus on sustainability. The business sector. Neighbouring authorities and other public sector bodies. National groups and forums.</p>
Regular meetings attended	Council Committee Meetings as required to present reports. Regular commitments: Sustainable Transport Group; Circular Economy Group
Work style	Fixed / Blended

Job Description:

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 Our Plan.

Main duties, tasks and responsibilities of post holder

1. Lead on the development and delivery of projects and initiatives to drive forward the Councils' sustainability commitments set out in its corporate strategy 'Our Plan', particularly under our Thriving Environment mission.
2. Develop sustainability projects to help deliver Our Plan internally and externally to the councils. Work flexibly and collaboratively with the Sustainability Manager - Nature Projects & Partnerships, 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 Our Plan 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 Sustainability Team 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 partnerships 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 relevant Council Strategic Committees 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 in relevant matters with the general public, residents, partnerships, external bodies, council committees and elected members.

Generic duties, tasks and responsibilities of post holder

1. Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
2. Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any service of the Council as may be required from time to time.
3. 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.
4. Promote the service and Council positively at all times.
5. 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.
6. To uphold the Council's commitment to sustainability and a thriving environment through working together to rapidly reduce our impact on it, reduce carbon emissions and waste, protect and enhance nature and adapt to climate change.
7. 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.

8. Adur and Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' Safeguarding Policy.

Person Specification:

Qualifications <i>Include Professional Memberships (where applicable)</i>	
Essential	Degree or a comparable level of knowledge gained through experience, preferably in environmental / earth science / sustainability or related discipline
Desirable	
Knowledge & Experience <i>e.g. Technical, Administrative, Managerial</i>	
Essential	<p>Good general knowledge of sustainability, climate and biodiversity, and of related practice, policy and legislation at local, regional and national level.</p> <p>An understanding of the case for climate action, and an ability to communicate this knowledge and explain this to others.</p> <p>Successful track record in bidding for external funding.</p> <p>Project management in a sustainability context, including budget management and monitoring.</p> <p>Demonstrable experience of strong partnership working and stakeholder engagement.</p> <p>Good research and report writing capability (including web-based research).</p> <p>Commitment to continuous professional development.</p>
Desirable	<p>Knowledge and understanding of sustainable development and the planning system.</p> <p>Experience of providing advice and guidance on sustainability issues, including circular economy/waste and/or transport.</p> <p>Knowledge of the role of agencies involved in the sustainability agenda.</p> <p>Experience of successfully delivering projects on time and within budget, demonstrating the ability to present and report to boards and internal and external stakeholders and partners.</p> <p>Experience working with community groups and other stakeholders on the delivery of sustainability / climate related projects.</p>

	Experience of working in a sustainability related role or sphere.
Communication & Relationship Skills	
Essential	<p>Passion for sustainability and desire to inspire others to act sustainably.</p> <p>Good communication skills in English with an ability to communicate effectively across all levels and to a variety of audiences.</p> <p>Excellent presentation skills.</p> <p>Ability to negotiate and influence.</p> <p>Experience of community / stakeholder engagement, and partnership working.</p> <p>Able to present complex information / concepts in an accessible way through written reports, bid writing and presentations.</p> <p>Able to work independently using initiative as well as able to work effectively as part of a team.</p> <p>Ability to work effectively with internal and external key stakeholders.</p>
Desirable	<p>Experience of using social media and digital tools to run campaigns.</p> <p>Able to act to support the council's strategic direction, purpose, goals, objectives and values.</p> <p>A facilitative style, able to bring groups of people together, enthuse and motivate, and harness value.</p>
Analytical / Judgemental Skills	
Essential	<p>Excellent analytical skills, including monitoring and reviewing data.</p> <p>Strong research and report writing capability (including web-based research).</p> <p>Ability to analyse data and write committee/senior management level reports and business cases.</p> <p>Able to think creatively and be innovative in thinking.</p>
Desirable	
Planning / Organisational Skills	

Essential	<p>Accurate and methodical approach to project management, planning and prioritising.</p> <p>Some demonstrable experience of programme & project management</p> <p>Well organised, with an ability to manage time and use technology efficiently.</p>
Desirable	Use of project management methods, such as PRINCE2
IT Skills	
Essential	Excellent IT abilities and a good working knowledge of new technology, ability to use and interpret databases, spreadsheets, social media and other software applications.
Desirable	
Physical Skills / Ability	
Essential	Reasonable level of mobility is required to conduct visits to organisations and groups across Adur & Worthing
Desirable	

Personal Skills	
Essential	The ability to work to deadlines under pressure, multi-task and assess and respond to workload priorities. Calm and well balanced, able to cope under stress.
Desirable	
Working Conditions	
Essential	Flexibility to work some unsociable hours is a requirement of the post.
Desirable	

Read & Agreed:

	Print Name	Signature	Date
Post Holder			
Line Manager			