



LONDON BOROUGH OF MERTON
ENVIRONMENT & REGENERATION DEPARTMENT
JOB DESCRIPTION

POST TITLE: Climate Change Officer

Grade: ME14

DIVISION/SECTION: Sustainable Communities

Location: Civic Centre

Responsible to: Strategic Policy and Research Programme Manager

Post number:

Date: March 2011

MAIN PURPOSE

1. To be the council's lead officer on climate change initiatives, primarily the development and review of the Climate Change Strategy and Action Plan, focussing on sustainable development.
2. To lead officer project Teams on the development and implementation of spatial planning policy and regeneration development projects within the framework of the Climate Change Strategy and Local Development Framework.
3. To develop and lead on local energy efficiency and decentralised energy initiatives such as the Wandle Valley Low Carbon Zone and the emerging possibilities for Morden Town Centre District Heat and Power and Energy From Waste projects.
4. To lead on the corporate development of the council's energy planning policies and to ensure that the CO₂ reduction and renewable energy targets in the Local Area Agreement, Community Plan, Business Plan and National Indicators are met.
5. To engage with key stakeholders, businesses and community groups to promote low-carbon and climate change initiatives within the borough and maintain and extend the council's high profile and reputation as an exemplar authority for sustainable energy initiatives.

6. To act as the lead specialist, principal point of contact, and technical adviser for the Council in matters relating to energy efficiency and carbon reduction, providing and promoting expert advice to the Departmental Management Team, Cabinet, local residents, Developers, Community Groups and Businesses.
7. To prepare and submit external funding bids for climate change initiatives, ensuring that expenditure meets council business plan priorities for combating climate change.
8. To explore ways of generating income for the implementation of Climate Change Projects.

2 MAIN DUTIES AND RESPONSIBILITIES

1. To lead and manage project Officers developing the strategic approach to environmental sustainability in Merton involving the migration and adaptation to climate change and global warming.
2. To develop and take forward local climate change initiatives including improving energy efficiency; decentralized energy generation and distribution; minimizing waste and water use; reducing the risk of flooding and protecting the natural environment.
3. To be responsible for leading multi-disciplinary project Officers on the implementation of District Heat and Power projects and reporting back to London Energy Partnership and other partners.
4. To develop creative and innovative financing proposals, and secure external funding where possible, including venture capital, private finance, section 106, EU, National and Regional funding.
5. To lead on designing and implementing sustainable design and construction Local Development Framework policies including the preparation of planning policy guidance contained in Supplementary Planning Documents.
6. To provide expert advice to Development Control on the implementation of sustainable design and construction policies, to monitor the effectiveness of policies.
7. To assist in the preparation of planning and development briefs for sustainable development, and to engage with developers in the pre-planning application process.
8. To undertake regular site visits borough-wide in all seasons.
9. To manage and expand Merton's renewable energy monitoring programme and report outputs for Annual Monitoring Report, Business Plans, National Indicators, Community Plan and other local measures in order to monitor the effectiveness of sustainable development policies and Climate Change initiatives.

10. To engage with key players from a variety of external partners, agencies and stakeholders in progressing and promoting sustainable approaches to council operations and functions.
11. To provide proactive research in relevant technologies and systems, identify trends, initiate and monitor actions and lead on reports to Departmental Management Team, Cabinet, Merton Partnership and London Climate Change bodies.
12. To play a role as the council's expert adviser to promote sustainability, engage with colleagues and Councillors, represent the council at external meetings and events, and promote the work outside of the council particularly through Merton Partnership.
13. To keep abreast of National and International best practice in relation to environmental sustainable development. To maintain links with Universities, Institutes, Agencies and Companies that can help progress projects beneficial to Merton.
14. Respond to full range of climate change developments and prepare high-level briefings suitable for councillors and others about climate change and sustainability issues that affect Merton
15. To make best use of IT systems, specifically MapInfo, Datamap, Access, Excel, PowerPoint, and publishing programmes, and identify the need for other IT systems as necessary for the proper performance of the duties of the post.
16. Implement Council and Departmental policies relating to equalities and diversity, customer care (including appropriate consultation), staff management and health and safety.
17. Carry out any other duties appropriate to the grading of the Post as required by Senior Management.

ADDITIONAL REQUIREMENTS APPLICABLE TO THIS ROLE

The post holder is expected to be committed to the council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties. In addition they should be available to carry out such other duties, as may be required, which are consistent with the grade and scope of the post.

OTHER REQUIREMENTS

Health & Safety

To ensure that Corporate and Departmental health and safety policies and procedures are implemented at all times and to raise any concerns regarding their operation or any other health and safety matters with the appropriate line manager.

Equal Opportunities

To be aware of the council's Equal Opportunities Policy: to

understand it and to adhere to it.

Customer Care

To assist in ensuring that the council's aims and objectives relating to customer awareness are achieved.

New Technology

To make use of information technology where necessary in the areas of responsibility and to develop IT use in consultation with the appropriate technical officers.



LONDON BOROUGH OF MERTON
ENVIRONMENT & REGENERATION DEPARTMENT
PERSON SPECIFICATION

POST TITLE: Climate Change Officer

Post No:

Grade: ME14

Date: March 2011

1. Knowledge

1. Understanding of the principles of sustainable development and of the evolution of mitigation and adaptation processes, measures and ideas, including their practical application.
2. High level and detailed knowledge-base of climate change issues, with proven in-depth understanding of relevant subjects including: spatial planning policy for sustainable development; low-carbon energy technologies and interventions; decentralized energy generation and delivery systems; low-carbon regeneration projects; or climate change mitigation and adoption strategies and programmes.
3. Familiarity with National and Regional government climate change legislation, policy, guidance and emergent good practice.
4. Good working knowledge of sustainable design and construction standards such as BREEAM, Code for Sustainable Homes and LEED.
5. In depth knowledge of low and zero carbon generation technologies and their integration into development on an individual unit and site wide basis. Also an ability to understand and negotiate low carbon solutions with developers.
6. Knowledge or understanding of sustainable waste management practices and emerging technologies such as Advanced Thermal Treatment, Anaerobic Digestion and Mechanical Biological Treatment.

7. Understanding of Energy Markets, carbon trading schemes, and financial, regulatory and tax frameworks with respect to the council's environmental sustainable development performance, and Environmental Services Company models.
8. Knowledge and understanding of Local Authority finance, corporate and political structures, building facilities management and project management systems.
9. Understanding of, and commitment to, the council's Equal Opportunities, Health & Safety, Data Protection, Customer Care and Human Rights Policies.

2. Skills & Abilities

1. Project management of multi-disciplinary cross-cutting Teams and programmes.
2. Highly developed oral, written and presentational skills and ability to use these skills to effectively represent the council particularly in promotion of sustainable principles and practice.
3. Able to set priorities, objectives and deadlines and to prioritise tasks to achieve targets and outcomes.
4. Ability to identify, collect and analyse relevant quantitative and qualitative data and information, and develop new methods of managing complex urban and social-economic data.
5. Ability to work positively and effectively with colleagues and relevant agencies and partners including government departments; other local authorities and strategic bodies; academic Institutes and research bodies; the private and community sectors. Be able to persuade and influence in discussions and negotiations.
6. Strategic planning skills and the ability to translate these into realistic plans.
7. Ability to identify funding sources, including grants, and make applications to secure funding for specific initiatives, pilot schemes and capital finance.
8. Ability to use IT systems, such as Microsoft Word, Excel, MapInfo, Datamap, Access, PowerPoint, Publishing and other spreadsheet/database and graphics packages to produce high quality documents that accord with Merton's corporate design standards.

3. Experience/Training

1. Experience of leading and working as part of a multi-disciplinary team.
2. Experience of effective leadership, with proven ability to provide vision and direction to individuals and teams.
3. Experience of, or key role in, delivering services or projects to a client base to agreed deadlines.

4. Experience of working within the climate change field such as low-carbon energy management, strategy or infrastructure systems.
5. Experience of developing renewable energy strategies for a range of development types and sizes
6. Experience of leading/managing projects and initiatives in a rapidly changing environment, and proven experience to produce original and innovative solutions to problems of which no pre-set plan or procedure exists.
7. Experience of managing challenging projects with complex budgets within pre-determined timeframes and delivery targets.
8. Experience in engaging council Members and local stakeholders in the development of wide-ranging strategies and project delivery.
9. Educated to degree level or equivalent in a subject relevant to the duties of the Post.
10. Evidence of continuing professional development in the field of climate change, including attendance at and/or contributing to extra-curricular courses, conferences and seminars on a variety of climate change issues and topics.