

Service	Neighbourhood Services and Infrastructure
Head of Service Area	Planning and Community Protection
Service Manage Area	Development and Marine Planning
Job Title	Climate Change Strategy Officer
Location	Council Offices, School Place, Kirkwall
Reporting To	Service Manager (Development and Marine Planning)
Grade	G10
Job Evaluation	A5130
Competency Band	C1

Job Purpose

Lead, develop and co-ordinate delivery of policies and activities across the Council, and with Community Stakeholders to support the delivery of climate change adaptation and mitigation in Orkney.

Job Specific Duties and Responsibilities

Work with community planning partners to lead and co-ordinate the preparation of an Orkney Climate Adaption Plan.

Lead the development, review and delivery of Council related actions contained within the Orkney Climate Adaption Plan including preparing a Council Climate Change Strategy and Action Plan.

Work with Heads of Service, officers and frontline staff across the Council including staff based in education and health and care establishments to assess the risks of future climate change to their services and provide them with support to help deliver the Council's carbon reduction targets.

Lead on providing climate change advice and guidance for corporate and strategic policy development (e.g. Council Delivery Plan) and ensuring that carbon reduction actions are embedded in Council policies and Service action plans.

Undertake consultation and promotion of Council initiatives regarding climate change and other projects to engage with the public and other stakeholders as required.

Create and promote behavior change initiatives and climate change good practice focused on sharing the Council's commitment to climate change mitigation and adaptation.

Engage with young persons (via schools or groups representing young people) to raise awareness, provide advice and support on climate change related activities.

Carry out publicity associated with climate change, including delivering public presentations and workshops to Community Councils, Elected Members and other local groups.

Undertake research and information gathering using a range of environmental, social and economic datasets to evaluate/inform/monitor policy impacts.

Contribute to and where relevant co-ordinate stakeholder working groups and events associated with the progression of Climate Change targets across Orkney, including the community planning partnership, private and other public sector stakeholders.

Represent the Council at a national level in relation to Climate Change activities at relevant forums, working groups and conferences.

Compose, contribute to and facilitate responses to consultation requests from Scottish Government or other external agencies on climate change, sustainability and related issues.

Prepare committee reports and briefing reports on complex environmental issues, in a manner which makes them readily understood.

Attend and present to the relevant Committee and Member/Officer Working Group as required including leading the secretariat to any working groups directly associated with Climate Change.

Provide expert advice in relation to enquiries by the public, Elected Members and by internal Services and key external stakeholders relating to climate change.

General Duties and Responsibilities

Working Environment

The postholder will predominately be office based, but duties and responsibilities will involve travelling between locations both within and out with Orkney.

Communication

The postholder will be required to develop and maintain positive and effective communication with elected members, other Council staff including senior management, external customers, members of the public and other key agencies.

Responsibility for Employees

No responsibility for employees.

Financial Resources

Responsible for budget monitoring and financial control of a limited Climate Change budget of up to £20,000. Authorised to sign orders and invoices up to a value of £10,000.

Information Systems

The postholder will be required to use a range of computer packages, including Microsoft Office,

Corporate Responsibilities

As an employee of Orkney Islands Council; the postholder is required to:-

Observe the Council's policies regarding the data protection and confidentiality of information.

Observe the Council's Health and Safety and Risk Management policies

Be aware and adhere to the Council's policy on Equal opportunities and Diversity.

Undertake any training as necessary to carry out the duties of the post.

Participate in the Employee Review and Development Scheme as appropriate.

Undertake any other work as required up to and commensurate with the grade for the post.

The post holder may be called upon to support the response required to an emergency in line with the Civil Contingencies Act 2004.

Criminal Records Checks - please select the relevant option(s)

- ☐ This post does not require a check on criminal conviction history
- ☐ Under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015 you are required to disclose all criminal convictions from the 'offences which must always be disclosed' list and non-spent convictions from the 'offences which are to be disclosed subject to rules' list.
- ☒ This post requires a satisfactory Basic Police Act Disclosure check.
- ☐ This post requires a satisfactory Standard Police Act Disclosure check.
- ☐ This post requires a satisfactory Enhanced Police Act Disclosure check.
- ☐ This post requires PVG Scheme membership in respect of regulated work with Children.
- ☐ This post requires PVG Scheme membership in respect of regulated work with Adults.

Significant/Regular demands associated with the Role

Task	Relevant (please tick) ✓	Task	Relevant (please tick) ✓
Driving (Car/Van)		Exposure to Excessive noise	
Driving (HGV/PCV)		Use of vibrating tools	
Display screen use	✓	Contact with skin irritants	
Food handling		Contact with lung irritants	
Lone working		Work involving strenuous effort	
Shift working		Working at height	
Night working		Working in static and/or awkward positions	
Working with people requiring physical assistance		Working in confined spaces	
Working with people with challenging behaviour		Sea going post	
Working with vulnerable adults		Wearing breathing apparatus	
Working with children		Working near traffic	
Administration of prescribed medication		Other (please specify)	

Politically Restricted PostYes ☐ No ☒

This post is classed as a politically restricted post under the provisions of the Local Government and Housing Act 1989.

Contractually Required Professional Registration

Holding, maintaining and evidencing as requested registration with the identified professional body/organisation is a contractual requirement of working in this post. The specific level of registration required to be held is specified in the Person Specification under Qualification/Attainments.

- ☐ General Teaching Council for Scotland (GTCS)
- ☐ Scottish Social Services Council* (SSSC) * or other relevant professional accepted by the SSSC.
- ☐ The Law Society of Scotland
- ☐ The Chartered Institute of Personnel and Development (CIPD)
- ☐ Other, please specify below: _____

Unsocial and Other working arrangements relevant to this post

The working pattern for this post requires that contractually you are required:

- ☐ To work on a rota that requires regular 5 day over 7 working including weekends for which you will be paid 10% Unsocial Hours Allowance;
- ☐ To work on a rota that requires regular 5 day over 7 working including weekend and nights for which you will be paid 15% Unsocial Hours Allowance;
- ☐ To work all contracted hour at weekends, for which you will be paid a 25% Unsocial Hours Allowance;
- ☐ To work all contacted hours during the night, for which you will be paid a 33% Unsocial Hours Allowance;
- ☐ To participate in a rota of Sleep In cover at your place of work, for which you can claim sleep over allowance;
- ☐ To participate in a standby duty rota, for which you can claim standby allowance.
- ☒ To work additional hours depending on the exigencies of the services.

Agreement of Job Description (digital electronic signatures only)

Manager: _____

Human Resources: _____

Employee Acceptance of Job Description

Signature: _____ Date: _____

PERSON SPECIFICATION

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Head of Service Area	Planning and Community Protection		
Service Manage Area	Development and Marine Planning		
Post Title	Climate Change Strategy Officer		
Factor	Criteria	Essential/ Desirable	How Assessed
Experience	<p>Ability to demonstrate a good knowledge of climate change science and the UK and Scottish Government policy context.</p> <p>Experience in inter-disciplinary working and working corporately.</p> <p>Experience of project management.</p> <p>Experience in the drafting and progression of strategies and/or plans.</p> <p>Experience of researching, analysing and interpreting complex technical information and presenting in a format that is easily understood.</p> <p>Ability to demonstrate an understanding and appreciation of rural and island communities and the special issues facing them.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Application Form and/or Interview</p> <p>Application Form and/or Interview</p> <p>Application Form and/or Interview</p> <p>Application Form and/or Interview</p> <p>Application Form and/or Interview</p> <p>Application Form and/or Interview</p>
Knowledge	<p>The minimum knowledge required for this role can be evidenced by either:</p> <p>Holding a qualification in a relevant discipline at SCQF 8/9 i.e. SVQ4, HND, General Degree, Higher Apprenticeship, Technical Apprenticeship.</p> <p>Having a minimum of 5 years previous relevant experience, as detailed in the experience section of this person specification.</p> <p>Evidence of ongoing Continual Professional Development.</p>	<p>Essential</p> <p>Desirable</p>	<p>Screening Question and Application Form</p> <p>Application Form and/or Interview</p>
Other Requirements	<p>Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Service.</p>	<p>Essential</p>	<p>Screening Question</p>

Core Competencies – These are the target behaviours the post holder should display (Competencies are Essential criteria and are assessed as part of the interview process)	
Being Customer/client focused	<ul style="list-style-type: none"> • Manages complex customer/client relationships. • Ensures regular contact with customers/clients is maintained until problems are resolved. • Consults on service provision and uses feedback to implement service improvements. • Develops and reviews quality standards for service delivery. • Manages customer/client expectations and conflicting needs.
Working effectively with others	<ul style="list-style-type: none"> • Builds and maintains constructive working relationships with other teams and groups. • Encourages equality and diversity in the workplace. • Treats people at all levels of the organisation with respect and values their abilities and contribution. • Tackles difficult issues of harassment, victimisation and racism in the workplace. • Facilitates open discussions and resolves conflicting views. • Creates opportunities to build and develop networking contacts throughout the Council to exchange information and ideas.
Managing Change	<ul style="list-style-type: none"> • Helps others to understand and address their concerns about change. • Proactively sells and champions change programmes to others. • Manages major conflict which could prevent changes being implemented. • Asks incisive questions to open up creative thinking and fresh ideas. • Assesses the impact of change and puts measures in place to minimise risk. • Plans the communication of change to explain what is different and what is the same.
Taking ownership and responsibility	<ul style="list-style-type: none"> • Creates a sense of urgency about a situation when deadlines are slipping. • Ensures actions which are down to others take place as necessary and/or expected. • Takes advantage of opportunities to influence future events. • Commits to own continuous improvement. • Is prepared to go beyond what appears to be required in the interests of the organisation. • Motivates individuals and groups to be proactive even when meeting resistance. • Keeps promises and honours commitments.
Communicating effectively	<ul style="list-style-type: none"> • Chairs meetings and facilitates groups effectively. • Conveys difficult messages and gains acceptance. • Diffuses conflict in a constructive and non-threatening manner. • Presents information in a persuasive and convincing manner. • Asserts own opinions and expertise in tough situations. • Is highly self-aware and sociable, buoyant and positive when communicating with others.
Planning and decision making	<ul style="list-style-type: none"> • Goes beyond information presented, and probes to get to the root of a problem, analysing cause and effect. • Balances strict technical interpretation of issues with the need for practical solutions. • Makes decisions that take account of multiple stakeholders. • Properly considers service cost and resource implications when making judgements. • Makes tough or unpopular decisions when required. • Anticipates future/issues and amends plans accordingly.

Leadership	<ul style="list-style-type: none"> • Motivates and drives teams to achieve service objectives. • Stimulates challenge and constructive debate within the team. • Spots talent and gets the right team together, designs and constructs a team to make best use of member's abilities. • Ensures constructive review takes place rather than apportioning blame. • Leads without interfering, steps back and trusts people. • Reinforces acceptable behaviours and values of the Council. • Takes equal responsibility for the team's success and failures.
Political sensitivity	<ul style="list-style-type: none"> • Recognises service/Council wide constraints – what is or is not possible in different circumstances. • Uses service/Council wide relationships to get things done. • Accepts that the political decision-making process of the Council will influence the service. • Demonstrates awareness of political and community issues relating to local government.