



Role Profile

Environmental Strategy Officer (Climate Projects and Place)

Reference No.	A4948	Type	Generic
Service	Planning Service		
Job Family	Professional 2	Grade	FC8

Purpose

To provide strategic environmental services to Fife Council and external partners.

The post will work to deliver projects and place-based strategies to support Fife Council's ambitions to tackle the Climate Emergency. In particular they will undertake the role of 'Public Sector Engagement Liaison Officer' as part of the Climate Action Fife partnership project (until 2027). This will include:

Support development of local Climate Place Plans, deliver Climate Literacy Programme and events across public sector partners, and facilitate engagement and work with local climate change groups.

The role will also have a longer-term remit to develop and implement corporate climate strategies and plans; undertake audits and research; and performance reporting.

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
	Educated to SCQF level 9, which includes a Degree or equivalent, ideally in an environment or relevant subject Associate or Full member of the relevant Professional Association (e.g. CIWM, IEMA)	✓	✓
Managing and Facilitating Projects			
Develop, manage and deliver projects to meet Fife Council environmental priorities e.g., Climate Action Fife. Including development of business cases, stakeholder engagement and seek funding.	Project management skills Project management qualification e.g., PRINCE2 Ability to provide a regular and effective service	✓ ✓ ✓	✓
Facilitate and support community projects in partnership with Fife Council and public sector partnerships e.g., facilitate the Community Tree Planting Working Group.	Organisational skills Time management skills Leadership skills	✓ ✓ ✓	
Climate Training and Engagement			
Develop and deliver climate training for staff, councillors, and partner organisations e.g., Climate Literacy. Including assessment of training requirements and develop innovative methods for delivery e.g., e-learning.	Experience of developing and delivering training packages Qualification/Training in “Train the Trainer” or similar course Communication skills	✓ ✓ ✓	✓
Develop and undertake awareness raising/promotional activity to meet the Council's environmental objectives, including development of online presence (website, social media), and event preparation and	Experience in designing and undertaking stakeholder consultation and engagement	✓	

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management e.g., Fife Environmental Partnership Conference, Climate Week.	Experience in developing and implementing environmental awareness, behavioural change or promotional campaigns Experience of Social Media tools		✓ ✓
Support Services to undertake environmental appraisals and assessments e.g., Strategic Environmental Assessment and Fife Environmental Impact Assessment	Qualification/Training in environmental assessment methodologies, e.g., EIA, SEA, EMAS, ISO1400, Carbon Footprinting		✓
Place-based climate action			
Support partners to develop and integrate climate action into local placed based strategies and plans e.g., Local Community Plans. Including work with stakeholders, assess and identify opportunities for climate action.	Substantial experience of developing relationships and partnership working within the private or public sectors Knowledge of local place-based platforms e.g., Local Community Plans	✓	✓
Provide ongoing strategic environmental support and guidance to Fife Council and community plan partnerships and boards e.g., Fife Environmental Partnership, Addressing the Climate Emergency Board.	Knowledge of Local Authority governance and organisational management systems and processes e.g., Best Value		✓
Strategic research and performance			
Undertake research and audits to support delivery and assessment of projects and policy e.g., research new climate adaptation techniques to assess suitability for Fife Council.	Experience of undertaking research, audits or assessments related to environmental topics	✓	
Provide reports, briefings and present written and oral evidence to members, senior management and external stakeholders to inform decisions on policy matters e.g., Committees, Fife Partnership, City Deal Board.	Knowledge of national environmental policies, legislation and issues related to Local Government Report writing skills	✓ ✓	
Provide a leading role in the development of service and corporate environmental strategies and policy, with particular reference to	Experience of development of corporate environmental strategies	✓	

E = Essential Criteria D = Desirable Criteria

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climate change and waste, e.g., Climate Change and Zero Waste Strategies.	Experience of policy development/appraisal	✓	
Prepare reports and briefs in response to new national environmental policy and consultations e.g., respond to Scottish Government consultations on new environmental legislation.	Experience of engaging with internal and external policy developers	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.