



# Role Profile

<b>Technical Officer (Climate Change and Zero Waste)</b>			
Reference No.	SS1284	Type	Individual
Service	Planning		
Job Family	Professional 1	Grade	FC7

<b>Purpose</b>
<p>To translate the council's Climate Change and Zero Waste strategies into reality by:</p> <ul style="list-style-type: none"> <li>• Developing, supporting and managing a range of projects that have been delegated by Service Manager/Lead Officer by applying practical and theoretical knowledge.</li> <li>• Advising, guiding and persuading key stakeholders of the benefits and necessity to change behaviour and practices with regard to climate change and zero waste.</li> </ul>

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Develop, manage and support projects delegated by Service Manager/Lead Officer as appropriate that support Council's Climate Change and Zero Waste strategies by utilising technical and specialist knowledge, and recognised project management techniques.	Experience of project management and delivery.	x	
Ensure that projects are initiated and managed in a manner that is consistent with the council's project management standards and legal, policy and regulatory requirements	Delivery of presentations to a range of audiences.	x	

E = Essential Criteria    D = Desirable Criteria

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Identify opportunities for meeting the requirements of the Council's Climate Change and Zero Waste strategies by analysing policy objectives, use of gap analysis, researching best practice and benchmarking with other local authorities in the UK	Experience of working in waste management, climate change or environmental field, e.g. involvement in waste recycling and/or carbon reduction initiatives in the public sector.	X	
Undertake data management and analysis to inform the Council's Climate Change and Zero Waste strategies. This will include: Maintain performance information through Carbon Footprint Accounting, Waste Compositional Analysis, Environmental Impact Assessments, research, statistical analysis and use of Geographical Information Systems.	HND in Environmental Sciences or related subject.	x	
Identify and assess the needs of key stakeholders to enable them to contribute to the Council's Climate Change and Zero Waste strategies and ensure that these needs are considered in the development and management of projects.	Knowledge of contemporary environmental issues, legislation and technology relevant to resource efficiency and climate change.	X	
Provide detailed oral and written reports on the progress of projects, strategies and legal reporting requirements.	Good written and verbal communication skills.	x	
Work with key internal and external stakeholders and partners, e.g. Council services, elected members, Zero Waste Scotland, community councils and the Scottish Environment Protection Agency, to promote and deliver the Council's Climate Change and Zero Waste strategies.	Significant degree of computer literacy including Geographic Information Systems	x	
Provide training and advice to Services and external customers with regard to the Council's Climate Change and Zero Waste strategies.	Ability to work as member of team.	x	
Contribute to the development, implementation and review of engagement strategies associated with the Council's Climate Change and Zero Waste strategies.	Ability to communicate with groups of varying abilities and knowledge.	x	

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Respond to enquiries regarding the Council's Climate Change and Zero Waste strategies from members of the public, businesses and other bodies in a timely and appropriate manner.	Sound organisational skills.	x	
	Ability to provide a regular and effective service	x	
	Knowledge of the Fife Council's strategic approach to environmental issues in including current Zero Waste and Climate Change strategies, policies and plans.		x
	Assist in policy development		x
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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<b>Job Title (Specialists Tasks)</b>			

### 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.