

Graduate Project Officer (Climate Change and Zero Waste)			
Reference No:	A5184		
Service:	Planning		
Job Family:	Planning, Property & Assessors	Grade:	FC7
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:			
Managing and facilitating projects			
Develop, manage and support projects delegated by Service Manager/Lead Officer by using recognised project management techniques, standards and requirements.			
Provide detailed oral and written reports on the progress of projects, strategies and legal reporting requirements.			
Climate training and engagement			
Purpose			
To translate the council's Climate Change and Zero Waste strategies into reality by: <ul style="list-style-type: none"> • Developing, supporting and managing a range of projects that have been delegated by Service Manager/Lead Officer by applying practical and theoretical knowledge. • Advising, guiding and persuading key stakeholders of the benefits and necessity to change behaviour and practices with regard to climate change and zero waste. 			
Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility		E	D
Educated to SCQF level 8, which includes a HND, SVQ Level 4 in a relevant subject or equivalent		✓	
Experience of project management and delivery		✓	
Ability to work in a disciplined manner		✓	
Good written and verbal communication skills		✓	

Role Profile

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Provide training and advice to Services and external customers to increase delivery of climate actions.	Ability to work individually and as a member of a team	✓	
	Confident in dealings with others, including public sector staff, members of the public and politicians	✓	
	Ability to travel throughout Fife	✓	
Identify and assess the needs of key stakeholders to inform how to engage them in delivery of the Council's Climate Change and Zero Waste strategies.	Understanding of engagement techniques	✓	
	Experience of sharing platforms and social media as engagement tools		✓
Respond to enquiries on Climate Change and Zero Waste from members of the public, businesses and other bodies in a timely and appropriate manner.	Sound organisational skills and computer literacy	✓	
Embrace and pursue available opportunities for personal development and gain new experience and participate in creating similar opportunities for other members of the team.	Awareness of current/topical issues in the professional field of environment	✓	
Place based climate action			
Work with key internal and external stakeholders and partners, e.g. Council services, elected members, Zero Waste Scotland, community organisations, to promote and deliver climate actions.	Demonstrate innovative thinking and creative application of new ideas	✓	
Contribute to the development, implementation and review of place-based actions associated with the Council's climate priorities.	Ability to communicate with groups of varying abilities and knowledge	✓	
Strategic research and performance			
Identify opportunities for meeting the requirements of the Council's climate priorities by analysing policy objectives, use of gap analysis, researching best practice and benchmarking with other local authorities in the UK.	Understanding of working in climate change and related fields, e.g. involvement in waste recycling and/or carbon reduction initiatives in the public sector		✓

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Undertake data management and analysis to inform delivery of 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.	Computer Skills using standard and bespoke packages	✓	
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.

Version: 1.4

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