

## Environmental Strategy Officer

|               |                  |       |         |
|---------------|------------------|-------|---------|
| Reference No. | A4102            | Type  | Generic |
| Service       | Planning Service |       |         |
| Job Family    | Professional 2   | Grade | FC8     |

### Purpose

To provide strategic environmental services (including Climate Change and Zero Waste) to Fife Council and other external partners. Developing and implementing corporate strategies, policies and plans; undertaking audits and research; providing policy advice and performance reporting; and manage projects to deliver outcomes.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

|   |
|---|
| Developing service, corporate and community partnership environmental policy e.g. developing the Council's Environmental Policy.  |
| Providing responses to consultation documents issued by Fife Council and external agencies in relation to environmental matters e.g. responding to Scottish Government consultations on new environmental legislation.  |
| Providing reports, briefings and presenting written and oral evidence to members and senior management and others to aid discussion and inform decisions on policy matters e.g. to the Environment and Transportation Policy Advisory Group, Executive Committee. |
| Developing, introducing and reviewing performance indicators to enable effective and consistent monitoring of corporate environmental performance, e.g. Performance indicators for Council Improvement Plan.  |
| Interpreting Council policies and strategies and recommending targets and action plans to/with Service Management Teams.  |

**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             | ✓ |   |
| Knowledge of national environmental policies, legislation and issues related to Local Government                           | ✓ |   |
| Experience of engaging with internal and external policy developers (Take ownership - See 'How We Work Matters' Framework) | ✓ |   |
|  |   | ✓ |
| Experience of policy development/appraisal   | ✓ |   |

## Role Profile

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|--|---|----------|----------|
| Providing a leading role in the development of service and corporate environmental strategies, with particular reference to climate change and waste, e.g. Community Plan, Climate Change Strategy, Fife Council Zero Waste Strategy.                                | Associate or Full member of the relevant Professional Association (e.g. CIWM, IEMA)   |          | ✓        |
| Ensuring that environmental strategies are developed and implemented in a manner that is consistent with relevant service, corporate and national policies.  | Experience of development of corporate environmental strategies   | ✓        |          |
| Conducting consultation on environmental strategy development, e.g. through meetings, focus groups, workshops and surveys with internal and external stakeholders  |   |          |          |
| Developing and implementing systems and procedures ensuring that environmental strategies are implemented consistently across Fife, e.g. develop monitoring framework and performance reports on strategy implementation.  |   |          |          |
| Monitoring and reviewing the effectiveness of environmental policies and strategies and recommending revisions as appropriate, e.g. undertaking audits of Services on how they implement Council's environmental policy  | Experience developing and implementing carbon accounting systems and audits (e.g. Carbon Footprint)                                       |          | ✓        |
|  | Qualification/Training in environmental assessment methodologies, e.g. EIA, SEA, EMAS, ISO1400  |          | ✓        |
| Undertaking research to support progressive and practical proposals that will deliver relevant environmental policy objectives of the Council, e.g. researching new renewable energy or waste technologies to assess suitability for implementation by Fife Council. | Experience of undertaking research, audits or assessments related to environmental topics (HWWM: Embrace technology and information)      | ✓        |          |
| Undertaking Audits to support the Council's environmental objectives and to ensure compliance with Council environmental policies and strategies, e.g. Audit of Recycling Facilities to meet Waste Code of Practice.   |   |          |          |
| Supporting Services to undertake environmental appraisals and assessments, e.g. undertake Strategic Environmental Assessment as part of strategy and project development.  | Knowledge of Local Authority governance and organisational management systems and processes e.g. Best Value                               |          | ✓        |
| Preparing performance reports in relation to environmental action, e.g. Climate Change Public Bodies Duty reporting.   | Report writing skills   | ✓        |          |
| Developing business cases for projects, including identifying resources, funding, ensuring the delivery of environmental strategies and action plans, e.g. business  | Experience in evaluating projects   |          | ✓        |

E = Essential Criteria   D = Desirable Criteria

## Role Profile

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|---|--|------------------------------|-----------------------------------|
| cases for new recycling operation changes, implementation of new renewable technologies.  | Organisational skills  | ✓                            |                                   |
| Managing projects, taking a lead role to ensure delivery of agreed outcomes and to agreed standards, e.g. development of Wind Turbines project, Recycling Centre Improvement project.   | Project management qualification e.g. PRINCE2 Project<br><br>management skills (HWWM: Deliver results)<br><br>Time management skills<br><br>Communication skills<br><br>Leadership skills  | ✓<br><br>✓<br><br>✓<br><br>✓ | ✓<br><br><br><br><br><br><br><br> |
| Developing, organising and delivering training, facilitating the effective implementation of environmental strategies and action plans e.g. Climate Change Adaptation CPD sessions to Planners.   | Experience in designing and undertaking stakeholder consultation and engagement (HWWM: Focus on customers)<br><br>Experience in developing and implementing environmental awareness, behavioural change or promotional campaigns | ✓<br><br><br>                | <br><br>✓                         |
| Assessing the training requirements necessary to implement corporate environmental strategies and action plans.   | Experience of developing and delivering training packages<br><br>Qualification/Training in "Train the Trainer" or similar course   | ✓<br><br><br>                | <br><br>✓                         |
| Developing and undertaking awareness raising/promotional activity to meet the Council's environmental objectives, including management of online presence e.g. website, social media, event preparation management e.g. Fife Environmental Partnership Conference and marketing campaigns e.g. Recycling Week | Ability to provide a regular and effective service<br><br>Experience of Social Media tools   | ✓<br><br><br>                | <br><br>✓                         |
| Providing ongoing guidance and support to services, Community Plan partners and others to assist in the effective implementation of environmental strategies and action plans e.g. co-ordination of the Fife Environmental Partnership.   | Substantial experience of developing relationships and partnership working within the private or public sectors (HWWM: Work together)  | ✓                            |                                   |

E = Essential Criteria   D = Desirable Criteria

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|---|--|---|---|
| Leading the development of appropriate joint working proposals with Community Plan partners and other organisations e.g. supporting implementation of Real-Nappy Network. |  |   |   |
| Undertaking consultancy work related to the tasks outlined above for external organisations, partners.  | Experience of consultancy work as part of the private sector   |   | ✓ |
|   | Experience in generating income from funding applications  |   | ✓ |
|   | Customer service skills  |   | ✓ |
| 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>   |  |  |   |   |
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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.