

Role Profile

Job Title	Project Support Officer		
Team	Environment and Climate Change	Grade	7
Reports to	Climate Change & Sustainability Manager		
Date	December 2023		

One Arun:

Every role at Arun contributes towards our [Vision – A better future](#), and every employee strives to embrace and champion our [Values](#):



Overall job purpose:

1. To assist in the delivery of the Council's Climate Action and Biodiversity Work Plan and The Carbon Neutral Strategy.
2. To support and influence the procurement of goods and services to ensure that the Council engages suppliers and contractors who are aligned with the Council's carbon reduction objectives
3. To support and deliver carbon reduction initiatives within Council services and with external stakeholders, with a focus on suppliers and local SMEs/business owners but to also include residents, schools, staff, elected members and others.
4. To increase engagement around climate change and sustainability with stakeholders, both internally and externally, with a focus on suppliers and local SMEs/ businesses but to also include residents, schools, staff, elected members, and others.

Key areas of focus:

1.	To monitor and deliver projects set out in the Council's Climate Action and Biodiversity Work Plan. This will include targets and project milestones to ensure Arun District Council achieves its 2030 carbon neutral target.
2.	To maintain a high level of knowledge and expertise on carbon reduction, sustainability, emission reductions and climate change to propose



	improvements and initiatives for the Council's Climate Action and Biodiversity Work Plan.
3.	To actively support and deliver carbon reduction initiatives across Council services and the wider district, with particular focus on the Council's supply chain (Scope 3 emissions) and SME support.
4.	To actively support carbon reduction initiatives across the district by advising any external stakeholders on best practises to reduce emissions/increase sustainability and signpost to relevant funding streams to achieve their goals. It will be a requirement that face-to-face meetings are provided to support this work, and all relevant in person events are attended.
5.	To regularly review the Council's Procurement Policy so it supports the engagement of suppliers who are actively working to reduce their carbon emissions.
6.	To actively engage with employees to establish a workforce that considers the impact of climate change in their role and when making decisions. This will require in person attendance to meetings and being present within the office.
7.	To work closely with the Communication Team and the Climate Change and Sustainability Manager to produce and implement engagement programmes for the residents of Arun. Including drafting engagement posts and facilitating in person face to face meetings/workshops with stakeholders, such as local SMEs, suppliers, residents, business owners and schools (youth Council involvement).
8.	To undertake such other duties which fall within the range and capabilities of the post holder as directed by the line manager. This could include regularly reviewing funding opportunities to seek external support for projects. This may also include participation in Election Duties or Emergency Planning duties as requested by the Chief Executive or Corporate Management Team.



Role Requirements

The following outlines the criteria for this post. Applicants will be shortlisted and interviewed to assess if they meet the criteria for the role.

Criteria	Essential	Desirable
Professional Qualifications		
Graduate BSc or equivalent experience in a climate change related subject	X	
Masters (MSc) graduate or an equivalent specialism		X
Experience		
Experience and a track record with project management in environmental work	X	
Providing sustainability related advice and support to stakeholders both internal and external	X	
Experience of communicating with a wide range of audiences with different levels of understanding on climate change	X	
Experience in the procurement of goods and services		X
Experience of working in the public sector/Local Government environment		X
Experience of tendering contracts, assessing bids and selecting suppliers		X
Competent IT user, particularly Microsoft Office software (n.b. Excel and Word)	X	
Knowledge		
A high level of specialist knowledge of low carbon technologies, energy efficiency, carbon offsetting and related legislation	X	
A high level of knowledge and understanding on specific emission reduction techniques to include scope 1, 2 and 3	X	
Able to communicate effectively with stakeholders on topics related to climate change, specifically emission reduction and sustainability	X	
Ability to produce engaging and understandable content around climate change and global warming which is assessable to both internal and external audiences	X	



An understanding of Biodiversity and nature-based solutions		X
Well organised with proven creative and pragmatic problem-solving skills and ability		X
Highly skilled written and verbal communicator with the ability to make complex information understandable for a range of audiences		X
Analytical with an ability to critically appraise complex proposals to reach a balanced conclusion		X
Behaviours		
Commitment: Embraces and champions Aruns values, with a strong work ethic, commitment, and motivation, to achieve and deliver outcomes.	X	
Innovative: Uses initiative, contributes to and implements new progressive processes or projects that will improve service delivery.	X	
Self-development: Monitor progress of own and team's objectives and looks for and encourages development opportunities.	X	
Competencies		
Industry knowledge: Actively seeks out best practice and CPD to understand current issues related to the department, sector and profession to make informed decisions.	X	
Collaborative working: Pulls the team together, can work in collaboration internally/externally to achieve an end result.	X	
Critical thinking: Able to consider different perspectives, and Council needs and procedures in balance when making decisions and solving problems.	X	
Working with stakeholders: Displays Arun's values and behaviours when interacting with internal and external stakeholders, developing a network of contacts.	X	
Communication: Able to communicate (sometimes contentious matters) clearly, appropriately and respectfully at all levels.	X	
Problem solving: Able to identify internal/ external issues, consider solutions and implement to support objectives.	X	



Organisation skills: Understands work of the wider team and feeds into supporting this alongside own work, making the best use of available resources.	X	
Other		
	Yes	No
Does this role require a Basic/Enhanced DBS check?		X
Will the post holder be required to take card payments via MOTO. (If yes – needs basic DBS).		X
Is this a Politically restricted post?		X
Does this role require any out of hours/ weekend/ evening/ rota work?	X	
Does this role require a driver's license and access to a vehicle?		X
Does this role attract an essential car user allowance?		X
Does this role attract a market supplement?		X
Does this role require a uniform?		X

