

Job Description and Person Specification



Job Description

Job Title	Climate Change Officer
Grade	7
Service	Climate Change & Sustainability
Reports to	Matt Dillow
Location	One Friargate
Job Evaluation Code	A5832



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

To contribute to the achievement of the vision, objectives, and policies that enables Coventry to deliver a Sustainable future, improving quality of life, whilst reducing emissions and working towards net zero ambitions.

Main Duties & Key Accountabilities

Core Knowledge

Work as part of the Climate Change & Sustainability team, assisting in delivering its overall objectives:

- Provide a lead role in the day-to-day management and delivery of the Council's energy efficiency, sustainability and net zero projects (e.g. domestic retrofit schemes).
- Support the CCS team in the identification and preparation of funding bids for additional low carbon and sustainability schemes, supporting their delivery from inception to completion.
- Provide a senior advice and support role giving high-level guidance, advice and training support on good practice in how the Council should respond to related initiatives to tackle fuel poverty, achieve home retrofit and net zero targets.
- Take a lead role in producing written briefings for senior management at the Council, the Local Enterprise Partnership and other important partners about climate change and sustainability other relevant topics (e.g. domestic retrofit).
- Specifically support the CCS team in maximising economic benefit from the city council's relationships with major external bodies such as Department for Energy Security and Net Zero and the West Midlands Combined Authority.
- Work alongside the CCS Leadership Team and Economic Development Service Leadership Team to secure external funding and investment into service priorities now and into the future work of the division and directorate.
- Build relationships with council colleagues in relation to economic development services and responsibilities for external funding in other directorates, to maximise the economic opportunities.
- Support the promotion, organisation and administration of climate change and sustainability events related to the vision and objectives of the service area, and in particular those that support the delivery of the projects.

- Maintain links to a variety of internal and external partners for the purpose of project development and bidding opportunities. This will include contacts with suitable transnational partners.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Coventry City Council partners West Midlands Combined Authority Residents	Internal Head of Service, Strategic Lead Other CCC employees Other Regeneration & Economy employees
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council’s Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

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Knowledge	
Knowledge of current issues and legislation relating to energy efficiency and carbon reduction (e.g. domestic retrofit).	
Knowledge and understanding of the processes and criteria for accessing external funding programmes i.e. Department of Energy Security and Net Zero grants.	
Understanding of project management techniques, including performance management and evaluation.	
Skills and Abilities	
An enthusiasm for tackling fuel poverty issues and supporting the Council's ambitions for net zero.	
Communicate effectively at all levels both orally and in writing to a wide range of audiences.	
High-level interpersonal skills and the ability to make presentations to organisations/groups.	
Effective organisational skills and an ability to work unsupervised and demonstrate initiative.	
High-level ICT skills - word processing, spreadsheets, databases and other appropriate systems.	
Able to understand and manage financial information	
Able to negotiate and reach agreements	
Work flexibly, as part of a team, and demonstrate creativity and imagination.	
Ability to support and develop funding applications.	
Ability to work effectively with multi-sector partnerships, acting in the lead role to coordinate major funding applications.	
Experience	
Experience of preparing successful funding applications.	
Experience of partnership working.	
Experience of working in the field related to climate change & sustainability.	
Experience gained in other fields of work that demonstrates the capacity to deliver the key tasks of the job and acquire any knowledge or skills that might currently be absent.	

Qualifications

Degree or equivalent qualification, or have significant relevant experience.

Special Requirements

This post requires occasional evening and weekend work.

Date Created

Apr 2022

Date Reviewed

Feb 2025