**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | Climate Adaptation Officer  |
| **Job Reference** | 20511 |
| **Grade and Salary** | 5 - £34,434 per annum (pro rata for part time)This role includes performance related pay progression |
| **Service and Team** | Environment Strategy and Suffolk Fire and Rescue Service |
| **Location** | Endeavour House, Russell Road, Ipswich, Suffolk, IP1 2BX – Hybrid  |
| **Hours per week** | 37 |
| **Status** | Fixed Term or Secondment for up to 3 years  |
| This role may offer the following flexible working options | * *Working compressed hours (eg a nine-day fortnight)*
* *Use of flexitime / time off in lieu*
* *Hybrid working options, including some home working*
* *Working from different Council buildings*
* *Working adjusted core hours (eg starting later and finishing later or other patterns)*
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| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

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| **Main purpose of the job** |

To work proactively with public sector partners to map out and deliver a range of climate adaptation projects across Suffolk in response to the declaration of a Climate Emergency.

To work within a multiagency team including the Suffolk Climate Action Team, the Suffolk Resilience Forum and Coastal Partnership East.

The post will play a key role in assisting Suffolk’s Councils work towards a Net Zero Suffolk by 2030.

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| **Typical responsibilities of a role at this level** |

* Collaborating with different organisations, teams and departments across Suffolk.
* Attend national, regional and local climate meetings.
* Project management, delivery and support.
* Completing self-motivated research.
* Work closely with stakeholders and partner agencies to understand what best practice and identify areas of improvement on a county scale.

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| **About the team**  |

The role will be part of the Suffolk Climate Action Team, which is funded by all Suffolk’s Local Authorities as well as other organisations working locally and is hosted within Suffolk County Council’s Environment Strategy Team. This is a dynamic group of professionals committed to delivering within schools, homes and businesses, as well as supporting Suffolk’s communities, to ensure residents benefit from the transition to a low carbon economy and ensuring growth in Suffolk is inclusive. The team works in a flexible way and embraces remote working where this improves efficiency in the delivery of our shared objectives.

This post will also work one day a week with the Suffolk Resilience Forum team who coordinate multiagency working to plan, prepare, respond and recover from major incidents. This post will look to integrate climate adaptation awareness into this partnership.

This role is exclusively funded by Central Government as part of the Trailblazer Pilot, a program within the UK Government's broader Resilience Framework. This pilot, funded for three years, aims to test and refine approaches to enhance local resilience, particularly focusing on community engagement and strengthening social cohesion.

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| **What you will be expected to deliver in the role** |

This post is a key support role for the Suffolk Climate Change Partnership, working with partners to understand, track and implement adaption measures being carried out across Suffolk. You will interpret data to understand the links between the economy and climate impacts to encourage wider investment into climate adaptation. You will be required to make recommendations to the Suffolk Climate Emergency and Environment Board for actions which could be included within the SCEP throughout the term of this post. This post will also work with the SRF Data Analyst and Risk Officer to integrate climate awareness into the SRF processes.

**Day to day tasks may include:**

* To support effective performance management for projects, reporting key indicators on a timely basis.
* Use up to date research, national policy and legislation to promote best practice.
* Attend and speak in person at local and online events to encourage climate action.
* Develop relationships with local authorities and other public bodies and organisations, building on the work already being done across the county.
* Identify gaps / areas for improvement for adaption over the course of the contract term to make clear recommendations which can be included in the SCEP.
* Form part of the Suffolk Resilience Forum Multi-Agency Information Cell to assist with major incidents within Suffolk during emergencies.
* Work with internal and external teams to understand financial and social costs of recent extreme weather events.
* Work with data analysts to interpret climate adaptation social value investment.
* To be part of the Suffolk Resilience Forum on-call rota to support the major incident infrastructure within Suffolk.

Although this list provides examples of what you will be doing it’s not intended to be exhaustive, and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

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| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. Degree or Level 5 and above in a relevant subject (ie: environmental sciences) or equivalent experience in a related area of work (Essential)
2. Qualification in Project Management (Desirable)

**Values and personal qualities**

1. A passion to achieve environmental improvements and collaborate with others to deliver on challenging targets.
2. Ability to influence others and negotiate and build positive working relationships.
3. Works effectively as a member of a small team, supporting team members and demonstrating a flexible approach.
4. The ability to work under pressure on several different projects and achieve deadlines.
5. Ability to plan and organise own workload, taking responsibility for delivery of tasks.
6. Shares our [WE ASPIRE](https://www.suffolk.gov.uk/jobs-and-careers/working-for-suffolk-county-council/our-weaspire-values/) Values and strives to lead by example in relation to these.
7. A strong commitment to fairness and Equality, Diversity and Inclusion (EDI).

**Specialist knowledge skills and experience**

1. Comprehensive understanding of climate change, biodiversity or sustainability communication with the public, schools, communities or businesses.
2. Knowledge of the legislation, guidance and related policies and organisations with responsibilities for climate change and environmental management.
3. Able to identify existing good practices, to research and promote new ones.
4. Experience of presenting ideas in clear unambiguous terms and gain support of sceptical audiences.
5. Good presentation skills to convey climate change and environmental management information to diverse groups of people and stakeholders.
6. Experience of working in a multiagency environment.
7. Able to write detailed reports and respond to correspondence.
8. High level of organisational skills and the ability to plan, prioritise work and meet deadlines of self and others within the team.

**Additional requirements**

1. Police vetting to NPPV2 will be required for this role. (This will be completed upon selection after interview).
2. Travel across the county required to attend meetings

If you think you have what it takes to be successful in this role, even if you don’t meet all the criteria, please apply. We’d appreciate the opportunity to consider your application.

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| **Travel requirements** |

You will need to travel, so you must either hold a full, current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.

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| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.