



## HERTFORD TOWN COUNCIL

### **JOB DESCRIPTION**

**Job Title:** Environment and Sustainability Officer (Full Time 37 hours per week) based at Hertford Castle

**Reports to:** Civic Administration Manager.

*This new role will manage workstreams requiring collaboration with and oversight from all members of the Senior Management Team.*

**Job Purpose:**

- a) To support the Council in delivering key objectives concerning carbon reduction and environmental sustainability
- b) To seek out grant funding to support environmental projects for the Council and residents of Hertford

**Salary Scale Points** 20-23 (£30,296 to £32,076 + Local Weighting and 5% loyalty bonus after 3 years' service)

### **HERTFORD TOWN COUNCIL OBJECTIVES 2023-27**

- 1. Safeguard & enhance the natural environment and increase net biodiversity**
- 2. Build strong links with residents, business & other stakeholders and empower them to develop vibrant communities**
- 3. To foster a spirit of Hertford – celebrating its rich historical, natural, and cultural heritage through the arts, music, music, culture and sport**
- 4. To support the continued environmental, spatial & economic development of Hertford with a focus on enhancing the vibrant town centre**
- 5. To operate with sound financial management and good governance in all our activities**

## **Key Duties and Responsibilities:**

### **Strategy Delivery**

1. Lead on the delivery of the Council's Environment and Sustainability Strategy and associated action plan.
2. Act as the Council's lead officer on projects, policies and initiatives relating to Council's adopted Environmental Sustainability Strategy, ensuring the Council delivers on its pledge to achieve carbon net zero by 2030.

### **Project Management & Reporting**

3. Deliver existing projects and initiatives to enhance the natural environment and increase biodiversity, as well as devise and deliver new areas of work.
4. Produce accurate progress reports for the Environment and Community Services Committee and any relevant working parties, ensuring that Councillors are fully briefed on projects and have opportunities to introduce ideas for new initiatives.
5. Manage the Council's current initiatives that form part of the Council's Action Plan, whilst exploring new projects such as woodland burials.
6. Maintain and update the Environmental Sustainability section of the Council's website.

### **Partnership & Collaborative Working**

7. Apply for grants and funding to support green initiatives in Hertford. Achieve external accreditation where possible.
8. Support the delivery of Hertford's annual Eco-Fest event.
9. Be the first point of contact for the Council's environmental projects, including enquiries from the local community.
10. Work in collaboration with neighbouring Town, District and County Councils and related organisations/campaigns as appropriate; building up both a network of contacts and a reputation for innovation in the local authority sector.
11. Provide expert guidance and advice on sustainable practices across all Council operations and projects.

### **Communications**

12. Lead on communication with the local community and stakeholders, to encourage businesses and residents to reduce carbon emissions; increase energy efficiency and measures to increase biodiversity reporting progress to Full Councils and Committees as appropriate.
13. Facilitate community liaison regarding environmental initiatives and innovations.
14. Advise the Council on how environmental considerations can be taken into account in areas such as waste reduction, recycling, procurement and day to day operations.
15. Prepare draft Town Council Communications in relation to the climate and nature agenda, including writing articles and social media posts in a variety of publications.
16. To undertake such other duties and responsibilities, including attending meetings, commensurate with the level of the post and in accordance with the job purpose, as required by the Senior Management Team from time to time.

## PERSON SPECIFICATION

Job Title: Environment and Sustainability Officer

<i>CATEGORY</i>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>1. Qualifications</b>	Educated to Degree level or equivalent experience. Experience in the field of environmental sustainability, carbon reduction, biodiversity etc.	
<b>2. Related Experience</b>	Experience of working on own initiative and as part of a team. Successful track record of delivering climate and nature projects. Strong understanding of climate and nature challenges within the context of local communities. Evidence of building working relationships and networks with the public, private and voluntary sectors.	Evidence of leading community engagement exercises. Understanding of Local Government and particularly the role of Town Councils. Project management experience.
<b>3. Skills and Abilities</b>	High standard of IT ability (Word, Excel, PowerPoint, Outlook, Teams, internet, social media), presentations, media, meetings). Communication and influencing (negotiations, report writing) Strong administrative and organisational skills; ability to work in a logical manner, plan and organise own work, meet strict deadlines, attention to detail, maintain accurate records. Expertise in partnership working and developing relationships with key stakeholders. Experience of developing project communications. Good judgement and ability to manage own workload and work well under pressure.	Understanding and experience of complex project management. Strong presentation skills. Experience of Canva or similar.
<b>4. Personal Qualities</b>	Confident in liaising with Officers, Members, Committee Members, Volunteers and the general public. Methodical and thorough approach. Innovative and problem-solving abilities. Confident networker with an ability to form alliances and partnerships with internal and external figures. Energy, enthusiasm and resilience to lead and drive the pace of change. Advocate of equality and diversity and dignity and respect in the workplace.	Politically aware, robust and resilient enough to work within a challenging and complex environment.
<b>5. Other requirements</b>	Flexible, able to attend evening, weekend and Committee meetings/events as necessary.	