



## **Role Profile**

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<b>Job Title:</b>	<b>Green Recovery Officer</b>
<b>Grade:</b>	<b>PO1</b>
<b>Department:</b>	<b>Customer Relations, Environment and Culture</b>
<b>Section:</b>	<b>Environment and Climate</b>
<b>Reports to:</b>	<b>Project Manager (Green Recovery)</b>

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### **PURPOSE OF ROLE:**

The postholder will be responsible for supporting the delivery of a suite of projects presented in the Green Recovery Strategy and Climate Emergency action plan, and other environment related projects. This role is an important role in the Green Recovery and Climate Emergency Programme Team, part of the wider Environment and Climate Division.

The postholder will help shape the development and implementation of environmental strategies and work according to the requirements of the London Borough of Hounslow for example Low Carbon Neighbourhood, 21<sup>st</sup> Century Mobility, Green Growth and Low Carbon Economy projects.

You will contribute to the improvement of the London borough of Hounslow's environmental quality through promoting sound environmental management principles.

Reflecting our values and behaviours, we are establishing an ambitious change programme that connects our support to the community. The role will work to ensure change is delivered by working across all departments, with Members, multiple services users, communities, multiple agencies and other stakeholders. Working closely with colleagues across the Council is extremely important as the changes required to mitigate the climate emergency touch every part of the organisation.

You will work within a team of specialist individuals and have responsibility for managing Junior staff and agency staff as required and may be required to supervise consultants or interns. Your role will have significant opportunity to help transform Hounslow's public realm, with the priority aim of delivering the Council's ambition to deliver a net zero borough by 2030 and other environmental targets.

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### **KEY ACCOUNTABILITIES**

1. To work effectively as part of the Council's Environment and Climate team, delivering corporate objectives detailed in the new corporate plan, through the work of the Customer Relations, Environment and Culture directorate.
2. To support the Project Manager and other managers, as part of a team delivering the Council's strategic priorities for the green recovery and climate emergency.
3. You will support change by working collaboratively across the organisation and with our local partners to enthuse and take forward the ambitions the Council has set out in the borough Recovery Plan, Green Recovery Strategy and Climate Emergency, under the Greener Borough Framework.
4. To work as part of multi-disciplinary project teams to enable the breaking down of departmental and inter-departmental barriers, and encourage the concept of both internal and external partnership working.
5. You will work with the Project Manager and others, to establish an Exemplar in the Environmental Programmes field, ensuring delivery in agile ways of working that encourage collaborative working across teams and deliver 'Test and Learn' approaches that allows each area of programme delivery to be socialised before it is launched.
6. You will help develop and deliver high quality analysis, deep insight and updates on progress against key milestones and targets. Evaluation is a critical factor and you will support the project delivery in a way that can evidence impact. You will also analyse and report on European, national, regional and sub-regional environmental legislation, regulation and policy with reference to their effect on the borough.
7. To provide professional advice to Councillors and other officers on relevant areas of service delivery and strategy, ensuring compliance with the Council's standing orders.
8. To promote a philosophy of putting service user needs first at every opportunity and to put in place management arrangements that work to action this.
9. To consider planning applications and the environmental effect developments may have on the borough. Advise officers and developers of the need to make changes to comply with policy.
10. To work collaboratively with key stakeholders, Councillors, local residents and the voluntary sector in improving service quality and promoting creative and innovative ways of tackling problems, particularly looking at supporting the development of environmental strategies, to meet the needs of our community and our users.
11. To raise performance in Hounslow by contributing to a culture of continuous improvement, collaboration, collective aspiration and performance.
12. To take active steps to contribute to the achievement of all of the Council's priorities through the efficient and effective delivery of responsibilities and capital projects.
13. To provide supporting leadership, planning and monitoring on environmental projects, as allocated by the project or programme managers, in some cases tracking projects delivered by others.
14. To ensure the delivery of the Council's vision and objectives, as defined in Council commitments and agreed Service Plans, in accordance with all Council standards and procedures.
15. To be responsible for reporting on the project plans, resource plans and milestones, and tasks.
16. Contribute and help brief the work of professional services such as consultants. This includes writing briefs and specifications, seeking opportunities for codesign with

residents and public, preparing documents, administering quotations and tenders, and support the letting of subsequent contracts.

17. To be proactive in building positive and productive networks across councils, partners and other organisations, and with residents, community groups and other interested stakeholders.
18. To ensure effective communication and consultation procedures are in place and implemented with residents, community groups and stakeholders are informed and consulted with accordingly

### **These are the values that drive us:**

#### **Lead with heart**

We're here for the people of Hounslow. We work together with them and for them with care and compassion, with patience and in partnership. We put ourselves in other's shoes, remembering that every person is different, and every interaction is a real moment in their lives. We always feel first.

#### **Do new**

We need to do things differently if we're going to help Hounslow people thrive in the future. Hard work is important but it's not enough on its own. We need to challenge ourselves to break new ground, invent new approaches, try new ideas keep moving forward and keep improving. That means being ready to stop doing things we've done before. It means taking on risk and backing each other when we take a leap.

#### **Pass on the power**

The world keeps on changing and we need to change with it. We won't be able to adapt fast enough to the future needs of our residents if we stick to old fashioned command and control. We need to hand over responsibility and give people more power to make decisions and take action themselves. It's about being transparent and straightforward. It's about providing tools and support. But most of all, it's about being ready to trust each other to do the right thing.

#### **Harness the mix**

We work together, across disciplines and roles. We talk lots, share our insights, our skills and experience. We're not interested in siloes or defensiveness. We're always open to different approaches, we're flexible and ready to adapt. We break down the barriers between our parts and people to unlock the problem-solving power of our amazing mix of minds.

#### **Be a rock**

There's lots to do and people need us. It's up to us to take the initiative. To take responsibility. To stand up and be counted. Everyday. It's about being super focused, effective and efficient. It's about allocating our resources smartly and with good rationale – using data to help guide our decisions. But most of all, it's about having the strength and determination

to keep on going through thick and thin.

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**SIGNATURES**

Name of Line Manager: .....

Signed..... Dated.....

Name of Post holder: .....

Signed..... Dated.....

The duties of this post will change and develop over time. It is the manager's responsibility, in conjunction with the post holder, regularly to review this document and amend it when necessary.

## Employee Specification

### The top 5 things about you that are most important:

We are looking for a capable individual with the enthusiasm, ambition and skills to help deliver our Green Recovery Strategy and other associated environment strategy subjects. This is a position that will help make real changes to the borough and the choices individuals make in an environmental context. You will be working on a range of innovative projects that feature as part of the Council's environmental programmes. With the innovation in mind, you may not be able to demonstrate that you have 'done this before', so we are looking for an individual who has the capability, understanding and potential to help make our projects a success.

You will be able to demonstrate as a project officer in the environment field with a strong track record of working on environmental change projects and will have a strong knowledge of relevant aspects of environmental policy, legislation and regulations. Proven track record of helping to plan and deliver project work using a structured project management methodology in an agile way is important.

You will bring experience of business partnering, working within a complex environment of providers, with experience of working within complex organisations, bringing relevant skills and experience to the role. Experience of working with funders and in a political environment will be important skills, along with a knowledge of the legislative framework in place.

You'll have sound experience of developing excellent relationships with communities and you will be able to prove that you have delivered outcomes for residents, through working in collaborative ways with our citizens and partners.

You've developed excellent project and performance skills, and with them can demonstrate a track record of implementing excellent tactical solutions. You are committed to building knowledge of the environment, environmental change and making changes that address the needs of residents, businesses and our communities.

### Qualifications:

You will have demonstrable competence in many aspects of climate management including for example policy formulation, reporting, emissions inventories.

You will have a degree or post graduate diploma or qualification in environmental science or a related subject relevant to the requirements of the post

You also engage in continuous professional development.