



Role Profile

Job Title:	Sustainability Officer
Grade:	PO3
Department:	Customer Relations, Environment and Culture
Section:	Environment and Climate
Reports to:	Programme Manager (Climate Emergency and Environmental Strategy)

PURPOSE OF ROLE:

The postholder will be responsible for delivering on the borough's commitment to Environmental Sustainability through delivery of projects and initiatives to reduce and address carbon emissions, environmental impacts and socio-environmental impacts from the Council's properties, operations and its citizens.

Following the first phase of the Outcome-Based Review over the Summer 2020, we are resetting our Environmental ambitions and our drive to deliver a recovery that is green and transformative for our borough and residents, whilst also tackling Climate Change and mitigating the effects of these changes.

Reflecting our values and behaviours, the postholder will work to deliver a range of projects and initiatives in a cross departmental way that improves sustainability, helping to deliver real change that delivers the objectives of our Climate Emergency Action Plan, Recovery Plan, Green Recovery Strategy and the Council's new corporate plan.

You will help ensure the Council delivers sustainable development goals through providing expert advice to colleagues across the Council including Housing and Housing Development, Planning, Fleet Services, Public Health and other services. Further, you will also work with our service provider partners and the Councils supply chain to ensure policies and actions are in place.

You will also work closely with our communities to help ensure they are empowered to make the sustainable choices such as making sustainable food choices, energy usage, travel and a range of other behaviours that will need to change to achieve the Council's ambition of being a net zero borough by 2030.

The delivery projects and initiatives touch every part of the Council's activities and you will develop policies and procedures that guide and inform decision making through expert consideration of cabinet decisions, licensing decisions, planning decisions, Corporate Leadership and Chief Officer decision, and through the project design authority.

The role is initially for a two-year fixed term, meaning delivery at pace is a key characteristic of the role, especially given a focus on recovery from the Covid 19 Pandemic. This important role presents an exciting opportunity for an ambitious individual capable of leading a complex workload of environmental change, supporting the transformation needed.

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. You will deliver a range of project and initiatives that delivers change, 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, Climate Emergency Action Plan and the Greener Borough Framework.
3. To work as part of multi-disciplinary project teams to help break down departmental barriers and ensure the delivery of transformational projects leading to Environmental change. You will help develop agile and lean project management approaches that are engaging and seek to share knowledge and information on sustainability across the organisation and beyond into our supply chain and communities.
4. You will work with the Programme Manager and others to establish an Exemplar in the Environment field, developing agile ways of working that encourage collaborative working across teams and deliver against a 'Test and Learn' approach that allows each area of delivery to be tested before being delivered at pace.
5. You will lead projects and initiatives that deliver real results and enable learning develop our wider portfolio of projects that contribute to meeting our borough outcomes. Aligned to this you will help develop policies and guidance that informs sustainable approaches.
6. To work with, influence and challenge staff at all levels to change and improve working practices and promote behavioural change to reduce carbon emissions and improve sustainability. Identify training needs and opportunities and to deliver or commission training as required.
7. To identify and lead on external funding bids relating to climate change, environmental improvement and sustainability.
8. To represent the borough at network meetings and other forums.
9. You will work to deliver high quality analysis, deep insight and updates on progress against key milestones and targets. Evaluation is a critical factor and you will help ensure transparency and clarity of impact.
10. To provide professional advice to Councillors and officers on sustainability and delivery, providing timely reports and information, and ensuring compliance with the Council's standing orders.
11. You will help to develop a strong organisational culture of sustainability.

12. Support Portfolio holders and members in their leadership roles and provide recommendations to members and senior management on complex and diverse issues.
13. You will utilise your knowledge to advise a range of individuals and organisations, helping ensure engagement is a strong feature and helping to ensure our communities are at the heart of all activities.
14. You will build effective working relationships with councillors and officers across the Council to deliver improvements.
15. You will help develop and establish new policies, procedures and systems to deliver our broad environmental objectives.
16. You will work with Workstream Leads to ensure workstreams remain focused upon delivery of sustainable outcomes against our corporate and community ambitions.
17. Work with senior colleagues within the team and more broadly across the Council to support and deliver organisational change ensuring the appropriate systems of performance and development, communications, equality measures, monitoring and review are in place.
18. Our environmental programmes are complex and cross cutting and therefore the above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager and are broadly within your grading level and competence

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.

SIGNATURES

Name of Line Manager:

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

Name of Post holder:

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

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 tackle the Climate Emergency and to help improve the environment in Hounslow – this is a huge task and you will be undaunted by this challenge. This is a position that will have great scope to help deliver our ambitions and will see you involved and, in some cases, directly leading innovative projects and initiatives that feature as part of our programmes. With 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 make our programmes a success.

You will be able to demonstrate strong expertise in sustainability and sustainable approaches and a wider knowledge of environmental disciplines will also be useful. Whilst you may not have led initiatives directly having a strong track record of delivering transformative environmental change will be a distinct advantage.

You will bring very significant 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.

You will be able to demonstrate evidence of developing excellent relationships both within and beyond your direct organisation and you will be able to prove (through impact evaluation) that you have delivered significant outcomes for residents and partners, through working in collaborative ways.

You’ve developed excellent project management and delivery skills and with them can demonstrate a track record of problem solving and delivering tactical solutions. You are committed to building knowledge of environment matters and can demonstrate a passion for the subject.

Qualifications:

You may be qualified in an Environmental discipline; or you have a relevant degree, or demonstrable work-based experience that evidences an equivalent level of attainment and competence.

You will have a project management qualification in MSP and Agile methodologies or be able to demonstrate the equivalent through experience.

You also engage in continuous professional development.