



## Chichester District Council

### About the Vacancy

#### Vacancy Details

Post Title:	Climate Change Officer
Grade:	F
Steps	F1 £32,029 to F3 £35,934
Directorate:	Planning and Environment
Section:	Environmental Strategy
Normal Location:	East Pallant House, Chichester

#### Service

The Health and Environment Service consists of five sections: Environmental Protection, Environmental Strategy, Coastal Engineers and Land Drainage, Health Protection, and Building Control. The service covers a wide range of environmental health, engineering, and public safety functions as well as leading on environmental and sustainability issues for the council.

#### The Work of the Environmental Strategy Section

The Environmental Strategy section is responsible for implementing environmental and sustainability action plans and policy initiatives across the District Council. These include: the Climate Emergency Action Plan, the Local Biodiversity Action Plan, the Sustainability Appraisal of the Local Plan, and providing ecological advice to planning services on protected species and Habitats Regulations issues. The team currently comprises the Environmental Co-ordinator (job-share), two part-time Environment officers and the Community Wildlife officer.

#### The Post and Postholder

In July 2019, Chichester District Council declared a Climate Emergency. Since then the Environment Panel, together with the Environmental Strategy team, have developed an Initial Climate Emergency action plan. The Council has also created this new post to lead on implementation of the Action Plan.

The post holder will be an enthusiastic and motivated individual who demonstrates a high level of commitment to achieving service targets. You will hold a Degree in Environmental Science, Carbon Management or relevant engineering specialism, or have at least 5-years' experience within the Sustainable Energy industry. You will have a thorough understanding of carbon reduction and offsetting, energy efficiency measures and renewable energy projects. The post will require you to set up and promote a carbon reduction funding scheme for the wider community and assess applications for funding. You will also work with other teams to reduce the council's operational carbon emissions.

## **Conditions of Employment**

### **Generally**

The post is offered in accordance with nationally negotiated conditions of service with some local variations. The full conditions of employment will be detailed in the offer of appointment sent to the successful candidate.

### **Grade**

The post is graded Local Grade F i.e. salary steps F1 £32,029 to F3 £35,934 per annum at current rates for 37 hours.

For staff that are not at the top of the grade, potential pay progression is possible within the grade if you demonstrate a consistently good standard of job performance as documented by the appraisal process.

### **Casual Car User Allowance**

You will be entitled to the Casual Car User Allowance. This is currently 46.9p per mile.

### **Location**

This post is based at the location shown at the beginning of this information sheet. However, you may be required to work at any of the Authority's offices in the District Council's area.

### **Relocation Package**

If you currently live more than 25 miles away from the office where this vacancy is based you may be offered a Relocation Package. The successful applicant may be eligible for an amount up to £7,000 to help with removals and purchase of a property. Further details can be discussed at interview.

### **Hours of Work**

The Flexitime Scheme gives more flexibility for staff to work outside of normal working hours where this is agreed with their service manager to better fit with the needs of their service. The scheme does not include set core hours.

Your working week will be 37 hours over 5 days. Current Council business hours are 8.45 am to 5.10 pm Monday to Thursday and 8.45 am to 5.00 pm on a Friday. The period within which you may work (subject to your manager's approval) are 7.00 am to 7.00 pm. All staff are required to take a minimum lunch break of half an hour during the working day. Whatever hours a staff member works, they must ensure that they have a break of at least 20 minutes after six hours work. All breaks are unpaid time.

Full details of the scheme are shown in the Council's Intranet Staff Handbook or are available on request.

The Council reserves the right to modify or discontinue the flexitime scheme or to require you at any time to revert to standard hours if operational requirements necessitate change.

## 9 Day Fortnight

This scheme allows staff to choose to work nine working days instead of ten over a two week period as long the total number of hours worked over the fortnight meets their contractual working hours.

For example, where an employee is working a 37 hour week on a full time basis, this would be 74 hours at 8.22 hours for each of the nine days. The 'tenth' day, which would no longer be a working day, would be fixed as the same one each fortnight. Participation within the scheme would only be agreed if it was operationally viable for the service and job involved and this would be subject to review. It would not form a contractual entitlement and could be withdrawn at a later date with proper notice given.

## Pension

This post is pensionable and if you are appointed you will automatically be enrolled into the Local Government Pension Scheme as a member unless you make a positive decision to opt-out of it. In addition to a pension, the scheme's benefits include immediate death benefit cover.

The correct Pension Contribution Band for each employee is calculated based on the Contribution Rates table, which is revised annually. The table is tiered, with higher contribution rates for higher earning staff. Staff pay the rate applicable to them on the whole of their gross salary. If your salary rises during the course of the year into a higher Contribution Band then you would be required to pay the increased rate on all of your salary from that date. Where this situation applies following the backdating of a salary increase, the employee would be required to make backdated contributions at the higher rate.

## Leave

The normal leave entitlement is as follows:-

Up to and including Grade D	25 working days
Grade E to Grade F	27 working days
Grade G and above	30 working days

Staff who have completed five years continuous service in local government are entitled to 30 days' leave. **There are pro-rata arrangements for part-time employees and for new entrants who join the authority part-way through the leave year.**

If you have existing holiday commitments, we will do our best to honour them but this will not always be possible so please be sure to raise the issue with us at an early stage.

**The Council offices close for the Christmas week and you will be required to take up to 3 days of your leave to cover this period if these are working days for you.**

## Reservists

If you are an Armed Forces Reservist you do not have to declare this in your application form. All staff who are Reservists will be released for active duty if called up.

## **Customer Facing Role - English Language Requirement – Immigration Act 2016**

It is an essential requirement of this role that you have the ability to converse easily with members of the public and provide advice in accurate spoken English. Failure to adhere to this could result in redeployment to another post or termination of employment.

The above complies with the Code of Practice on the English Language requirements for Public Sector workers required under the Immigration Act 2016.

### **Probationary Period**

Your appointment is subject to a probationary period of 26 weeks from the date of appointment. In certain circumstances this period may be extended by your Manager. During this period the Disciplinary Procedure (Probationary) is applicable.

### **Equality and Diversity**

We believe in equality of opportunity for all. To reflect this, we have developed employment policies to make sure this goal is met.

The Council is a Disability Confident employer. This shows our positive commitment to employing and retaining people with disabilities and we have made specific commitments regarding this. These include the undertaking that any applicant with a disability is guaranteed an interview if they meet the essential job criteria for the job vacancy concerned.

Job applicants are selected solely for their ability in relation to the role. Along with the job application form, we ask applicants to fill in a recruitment monitoring form. This helps us to track groups that are under represented and take positive action if appropriate. The forms are kept by our HR department and are not made available to the selection panel. Council staff regularly receive Equalities training to ensure they follow equalities requirements.

### **Criminal Records Disclosure - Rehabilitation of Offenders Act**

- (a) This post is not exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended). Candidates are not therefore obliged to disclose “all” convictions i.e. those that are considered spent. However the Council reserves the right where appropriate to seek a criminal records disclosure for any post at Basic level (this only discloses unspent convictions etc.). Please see the Council *Recruitment Process* website page for further information <http://www.chichester.gov.uk/article/23980/Recruitment-process>

### **Asylum and Immigration Act 1996**

Any offer of appointment will be subject to a requirement for the successful candidate to produce original documents to demonstrate his or her right to live and work in the United Kingdom, as required by the Asylum and Immigration Act 1996. Further details of these requirements will be notified to the successful candidate.