

# Job description and person specification



## Job Description

### Job title

Climate Change Communications and Engagement Officer

### Department

Corporate

### Grade

F

### Salary

£31,364 - £33,649

### Manager

Sustainability and Climate Change Officer

### Job summary

To deliver a comprehensive communications and engagement strategy to support the council's work on climate change for internal and external audiences. To work seamlessly between the climate change team and the communications team to ensure a joined-up approach, which maximises impact across this complex programme of work.

### Main responsibilities and activities

1. Lead on the development, management and delivery of a communications and engagement strategy to ensure that local people, groups and other key stakeholders are informed, listened to and involved in the council's climate change work
2. Work closely with the corporate communications team to ensure promotion and delivery of communication and engagement activity related to climate change, and ensure consistency of message
3. Manage the council's engagement in relation to climate change, including driving behavioural change, planning and delivering events and activities across the district to a range of audiences
4. Work to develop and promote a volunteer programme, to support delivery of the climate team's work

5. Lead and develop Impact Hart, the council's brand to promote climate change and sustainability across all our channels including our microsite.
6. Raise awareness of the council's work by preparing accessible information through our digital and print media, managing the climate section of the council's website, as well as contributing to public campaigns to inform and change public behaviours
7. Organise, monitor and deliver engagement events with key stakeholders, internally and externally
8. Develop and deliver effective internal communications to staff across different departments including the champions group so that officers are informed and equipped with the knowledge to be ambassadors for the council's climate change work
9. Contribute to the council's climate change action plan and management by providing advice and support on all aspects of communications and engagement
10. Develop and manage relationships with community groups, stakeholders, partners, community organisations and editors of local and specialist newsletters and websites to ensure best use of opportunities for reaching and involving local communities, ensuring that external audiences have easy access to climate change information and are encouraged to take action
11. Provide behaviour change, engagement and communications advice and expertise as required around climate change, sustainability and biodiversity to cabinet members, councillors, senior managers and officers.

#### Standard Clauses

- Work in an customer related way in accordance with the Council's core HART values, and in accordance with adopted procedures and good practice.
- Comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures, and legislation.
- Comply with and/or ensure compliance with the Council Data Protection policies and the Data Protection Act and other relevant legislation.
- All employees have a responsibility to ensure they take a vigilant approach at all times to safeguard members of the public, colleagues, and themselves and that they follow adopted procedures and good practice to aid in the identification and effective reporting of any safeguarding concerns.
- In the event of a Civil Emergency to take on any new roles and responsibilities allocated by Leadership Team, and to be available to undertake any training that maybe required to fulfil this role.

Hart District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must cooperate and comply with management instructions regarding

Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

**This is not a complete list of all the responsibilities and activities of the job. Some responsibilities and activities may change to meet service needs. These changes will be discussed with the post holder and will not significantly affect the nature or level of responsibility or job grade.**

# Person specification



## Job title

Climate Change Communications and Engagement Officer

## The HART Values

We aim to recruit candidates who are committed to our core values. We want customers to feel warm, welcome, wanted and cared for when interacting with Hart District Council.

To achieve this, all staff should promote the **HART Values** by:

- Being **Helpful**
- Being **Approachable**
- Being **Responsive**
- **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

The following table sets out the essential and desirable attributes we are seeking for this role.

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Education and qualifications	Education to degree level in an appropriate discipline	Membership of related body	Application form and certificate

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Experience and knowledge	<p>Good knowledge and understanding of a range of climate change and sustainability issues.</p> <p>Good knowledge of the most effective ways to communicate with a range of different stakeholders</p> <p>Ability to write and deliver an effective communications and engagement plan</p> <p>Experience of writing communications and/or delivering engagement activities for stakeholders</p> <p>Experience of delivering successful projects to a high standard</p> <p>Committed to providing high-quality customer service</p>	<p>Demonstrable knowledge and understanding of local government and the context in which it operates</p> <p>Experience of running events and activities</p> <p>Experience delivering targeted campaigns, such as behaviour change</p> <p>Experience or knowledge of writing digital media, including updating webpage content</p> <p>Ability to promote and work with volunteer groups</p> <p>Knowledge of introducing new brands or concepts to stakeholders</p>	Application form and interview

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Skills and abilities	<p>Computer literate and proficient in Microsoft Office software</p> <p>Ability to make customers feel warm, wanted, welcome and cared for</p> <p>Ability to take ownership of tasks, challenges and problems to achieve an appropriate outcome</p>	<p>Experience with Adobe Creative Suite, Photoshop or similar programmes</p> <p>Understanding of website content management systems (Drupal, WordPress or other)</p>	Application form and interview

Attributes	Essential	Desirable	Evidence
Personal qualities	<p>Be able to adapt, develop and maintain constructive relationships at all levels both internally and with our customers</p> <p>Be able to think innovatively when complex issues arise and identify solutions when advice is not readily available</p> <p>Able to work collaboratively with others</p> <p>Commitment to professional and personal development</p> <p>Ability to manage own time and prioritise tasks appropriately</p> <p>Commitment to delivering the best possible services for residents, and internal and external customers</p>		Application form and interview
Other working requirements	<p>Ability to travel to the office and other locations around Hart</p> <p>Ability to work out of hours</p>	<p>Ability to work from home</p> <p>Access to a car for work purposes</p>	Application form

**Signatures:**

Job-holder .....

Manager .....