

# ARUN DISTRICT COUNCIL

## JOB DESCRIPTION

Designation	:	Climate Change & Sustainability Manager
Grade	:	Scale 10 £36,922 - £38,890
Directorate	:	Services
Service	:	Community Wellbeing Services
Location	:	Flexible and may include working from home
Responsible to	:	Group Head of Community Wellbeing
Responsible for	:	for meeting Arun District Council's 2030 Carbon Neutral objective

### **Purpose of Job**

- To write and deliver the Council's Climate Action Plan.
- To support and deliver carbon reduction initiatives across the Arun district community, and internally within the Council's buildings.
- To promote the climate change and sustainability agenda through workshops, events and appropriate media

### **Duties and Responsibilities:**

1. To develop and deliver a detailed and agreed action plan. This will include targets and project milestones with the aim of making Arun District Council operations carbon neutral by 2030.
2. To deliver this plan within a detailed timetable for action, working with external partners to fund projects and manage all budgets and payments.
3. To support and deliver carbon reduction initiatives across the district and across the council's own services.
4. To project manage internal and external employee engagement & training together with cross-departmental project teams to support the delivery of specific actions and report on those actions.
5. To be responsible for organising advisory group meetings and forums, ensuring that meetings are well organised, attended, appropriate records of decisions and actions are recorded, monitored and communicated.

6. Provide specialist advice on best practice in carbon saving measures, policies and technologies to Members, officers and advisory groups and, if appropriate, planning applications.
7. To prepare written reports including collection, collation and presentation of information to support decision making to be presented to the Environment & Leisure Working Group, Committees, Cabinet and Full Council.
8. To maintain a high level of knowledge and expertise on approaches to carbon reduction and offsetting, sustainability and climate change.
9. To work closely with the Communications Team to devise and implement engagement programmes to help embed better sustainable behaviour (e.g. energy efficiency, waste reduction and smarter travel choices).
10. To support carbon reduction initiatives across the district and advise local businesses and the voluntary and community sector on potential funding streams to achieve their goals
11. To undertake such other duties which fall within the range and capabilities of the post holder. This may include participation in Election Duties or Emergency Planning duties as requested by the Chief Executive or Corporate Management Team.

Signature of Postholder .....

Date .....

Signed .....

Manager

Date .....