



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Carbon Reduction Officer	Role Profile Number: RTH63
Grade: R	Date Prepared: 13/05/2022
Directorate/Group: Strategic Development and Growth	Reporting to: Service Manager Transport Policy and Traffic Management
Structure Chart attached:	No

Job Purpose

- To assist in the successful delivery of the Council's Climate Change Strategy and action plan. To help promote and assist in wider carbon reduction activities across the Council and Borough by leading on, and assisting in the development of, key initiatives and projects - with an initial focus on the management, coordination and implementation of Swindon's Electric Vehicle Charge Point assets.
- To ensure that the Local Highway Authority achieves the aims and objectives of the Council's wider climate change objectives and strategies.
- To develop, review and update the Council's Electric Vehicle Charge Point Strategy and its actions on a regular basis, keeping ahead of new technology and industry best practice.
- To be the lead officer for all EV enquiries from members and the public, including FOI requests.
- Projects are likely to include a combination of quantitative and qualitative analysis, including analysis of policy costs / benefits, stakeholder consultation, survey design / implementation and making policy recommendations as well as maintaining assets, as required.

Key Accountabilities

- Assisting in the delivery of the Council's Carbon Reduction delivery programme together with the development of Council policies on sustainability, carbon reduction and climate change with particular regard to Transport Planning.
- Supporting the delivery of carbon reduction targets and environmental performance requirements.

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- Provide technical advice to the Council on Carbon Reduction issues related to transport planning in order to assist the Council in its decision making process.
 - Use technical skills to provide insights to support policy development, and to analyse the impact of decisions on the transport system, to support reducing carbon emissions.
 - Provide a structured monitoring and reporting function across the Directorate ensuring the delivery of identified carbon reduction actions, highlighting any potential risks that impact on delivery of agreed targets.
 - Keeping up to date and fully informed on regulations and national statutory requirements including CO2 emission reduction targets.
 - Assisting, reviewing and providing guidance on Council reports, identifying key actions around sustainability, supporting the Council's climate change agenda.
 - Overseeing the provision of specialist advice, appraisal and assessments including Carbon Reduction/Sustainability Appraisals in relation to Directorate procurement activities.
 - Engaging with key stakeholders on all aspects of sustainability, carbon reduction and climate change adaptation.
 - Maximise opportunities and make applications for available funding.
 - Assisting in, and devising, staff awareness/training and behavioural change programmes.
 - Championing approaches to carbon reduction across the Council, Key Stakeholders and residents.
 - Lead on the end-to-end process (including the planning and prioritisation) of rolling out EV charge points across the borough, including preparing bids for funding, coordinating the procurement process, assisting with the delivery of the points, and managing contracts with suppliers.
 - Promote EV ownership and its benefits to residents.
 - Encourage local employers to provide EV charging for their workforce by signposting grants and benefits to their organisation
 - Assist with day to day work activities and colleagues to perform the role and service functions.
 - Resolve issues/queries/FOI requests independently.

- Take responsibility for budget/resource management in accordance with the council policies and procedures. Analysis, Reporting & Documentation.
- Assist in the Development of transport policies and strategies, including (but not limited to) Electric Vehicle Charge Points for inclusion in the Council's Core Strategy and the wider Local Development Framework, in addition to the Local Transport Plan, making recommendations on policy decisions in order to deliver national, regional and local planning guidance and other local priorities.
- Manage implementation of capital programme schemes, to ensure timely completion, in-line with approved budget and in-line with aims and objectives of regional, national and local policies.
- Have the capacity to work flexibly across a range of thematic areas in transport planning and development and will collaborate closely with other technical experts in multi-disciplinary teams.

Supplementary Accountabilities

- To assist in preparing reports to members and to provide information to working parties, commissions and project teams as appropriate.
- Chairing meetings, attending evening meetings outside normal working hours.
- Ability to make site visits throughout the Borough and attend meetings outside the Borough.
- Ensure compliance with Standing Orders, Financial regulations and all relevant legislation. Respond to requests and queries from Council Members and members of the public, in a helpful and constructive way. Provide good communication with the team and the wider organisation.
- Develop and practice awareness of professional responsibilities and obligations to colleagues, employer and community. Ensure that the quality assurance systems are adhered to, monitored and reported as required.
- In accordance with the provision of Health & Safety at Work Act 1974, take responsible care for the health and safety of your own person and other people who may be affected by acts or omissions at work.
- Ensure as required that the Council performs or complies with its duties under any statutory health and safety provisions.
- Undertake any other duties that can be accommodated within the level of the post.

Knowledge & Experience

Essential:

- Enjoy solving complex analytical problems and demonstrate exceptional critical thinking skills. The role will also include carrying out stakeholder consultation with industry and government representatives.
- Possess strong verbal and written communication skills, and actively enjoy working on a wide range of topics that may initially be unfamiliar.
- Have an understanding of the current national, regional and local policies and guidance related to the Carbon Reduction agenda. Preferably, experience of overseeing installation of EVCP infrastructure.
- Experience in Transport Planning and/or Development Management.
- Experience in data collection, monitoring, and reporting.
- Project or programme management experience, preferably in a relevant field.
- Ability to manage competing priorities and deadlines.
- Excellent written and oral communication skills with the ability to build sound relationships with members and colleagues.
- Effective interpersonal, influencing and negotiation skills.
- Ability to manage own time and deliver what is required in an efficient manner.
- Ability to manage a range of projects through to completion.
- Ability to work as part of a team and contribute and assist other officers in their duties
- Experience in using commonly used computer applications such as Microsoft Word, Excel and the internet.
- Ability and confident to conduct lone working.
- Knowledge of the Automated and Electric Vehicles Act 2018 and the Road to Zero strategy.
- Excellent IT skills, including MS Office and database management systems or processes.
- Ability to undertake technical work relevant to the role.
- Ability to apply specialist knowledge to respond to complex enquires from a range of stakeholders.

Desirable:

- Experience of using computerised mapping systems.
- Experience of Local Authority practices and processes.

Qualifications

- Ideally you will have a degree in Civil Engineering/Transport Planning or related discipline. Alternatively, HND/HNC level qualification or compensatory experience in a related discipline.
- Member of the Institution of Highway Engineers/Chartered Institute of Highways and Transport/Institution of Civil Engineer or equivalent, or eligibility to join.

Decision Making

- The Post holder will be required to use own judgement to know when to seek advice from peers or act on own initiative.

Contacts and Relationships

- The post holder communicates both orally and in writing, with an extensive and varied range of contacts in order to provide professional advice or exchange information. The work entails daily contact with the Transport Planning, Development, Street Works, Asset Management, Traffic, other SBC specialists, and members of the public and statutory utility organisations.
- Written and verbal communication with the public, members, council officers, developers, environment agency and external consultants on routine basis.
- Verbal communication is integral to this post and will involve constant communications with members of the team and external customers and may include one to one and team meetings with colleagues and with individuals and/or groups external to the team. Verbal communication externally is required when discussing issues and when working with our partners. Speaking with members of the public and Councillors can be a daily occurrence. In all cases it is vitally important that the communication is accurate and is understood by the receiver.

Other Key Features of the role

It will also require dealing with contractors and members of the public in a professional manner.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	