



Role Profile

Strategic Lead for Sustainability & Climate Change
Inclusive Economy & Sustainability



SWINDON
BOROUGH COUNCIL

Role Profile: Sustainability & Climate Change Officer	Role Profile Number: SBC_12301
Grade: CFL 8	Salary:
Directorate/Group: Inclusive Economy & Sustainability	Reporting to: Strategic Lead for Sustainability and Climate Change
Date Prepared:	Structure Chart attached: Yes

Job Purpose

Swindon Borough Council is committed to achieving a Net Zero Borough by 2050, a requirement set by HMG. The Council is looking to recruit a Sustainability and Climate Change Officer in a newly created team, to deliver the Policy Mission “Build a Greener Swindon”. The postholder will aid the Strategic Lead and Director in this area to accomplish this, identify and delivering opportunities to deliver this mission, directly impacting the lives of those who live in Swindon Borough.

Throughout 2025 Swindon Borough Council will create its timeline towards achieving net-zero emissions, which your work will feed into. You will provide quantitative context from Scope 1, 2 & 3 emissions work, contribute to business plans for grant funding to decarbonise our public buildings, and support various working groups pushing for innovative solutions to help the council reduce our emissions and contribute to a more sustainable future.

On a day-to-day basis you will work with the Strategic Lead on the analysis of carbon emissions from multiple perspectives; such as understanding our carbon emissions impact, target setting (SBTi where appropriate), using/applying various digital platforms, preparing Net Zero strategies, and helping to implement these across the council.

You will get to support the Strategic Lead and Director of Inclusive Growth & Sustainability to build a greener Swindon which stimulates inward investment into the Swindon economy, contributes to Net Zero outcomes and actively supports the delivery of the council’s wider inclusive economy & sustainability priorities.

Key Accountabilities

- Contribute to strategic guidance, technical expertise and innovative solutions to help the council reduce our emissions and contribute to a more sustainable future. You will have free reign to think as innovatively as you wish in aiding the decarbonisation challenge.
- The postholder will take responsibility on the analysis of carbon emissions from multiple perspectives such as understanding our carbon emissions impact. They will help to target set (ESG, SBTi, CSRD, TCFD) based on the information provided to us.

- Act as Secretariat for the Net Zero Working Group, ensuring minutes and actions are shared in a timely manner with all members.
- Provide updates on Net Zero strategy progress to leadership, manage environmental metrics and data, and ensure effective internal communication of data to senior stakeholders.

Supplementary Accountabilities

- To aid the council's lead technical officer on all aspects of sustainability and climate change.
- Secretariat for project boards and working groups as required associated with the delivery of key projects and strategic priorities for Swindon Borough Council and its partners. This will include the Net Zero Working Group and Greener Swindon Working Group.
- On occasion, aid in preparing business cases for internal or external funding for capital projects.

Knowledge & Experience

Candidates must have knowledge and experience in the following areas of business and will be required to provide evidence of this:

- A knowledge of government policies with an up to date understanding of energy and carbon policy developments and services
- A knowledge and experience in Scope Calculations is a positive, or demonstrate a keenness to learn.
- An understanding of the role of local authorities and national authorities in tackling the climate crisis.

Qualifications

- Educated to degree level or equivalent qualification in a STEM related subject or significant experience working successfully in a comparative role.
- Demonstrate a genuine passion for tackling the climate crisis.

Decision Making

- The postholder should demonstrate initiative looking for new decarbonisation pathways
- The postholder should use their technical knowledge to see what opportunities are viable for Swindon

Creativity and Innovation

- Identify any funding opportunities that have been missed
- Produce presentations and articles for internal stakeholders providing key information

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <p>Typical tasks supervised/allocated to others</p>	<p>Budget Holder:</p> <p>Asset Responsibility:</p>	<p>No</p> <p>None</p>
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Contacts and Relationships

- The post will have contact with managers, staff across the Council and external partners.
- The post will have contact with Councillors in regard to emissions management and monitoring.

Values and Behaviours

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

This is a politically restricted post under the Local Government and Housing Act 1989 and the Local Government Officers (Political Restrictions) Regulations 1990. The individual holding this post cannot have any active political role.

Politically restricted employees are prohibited from:

- standing for office as local councillors, MPs, MEPs, Members of the Welsh Assembly or Members of the Scottish Parliament,
- canvassing on behalf of a political party or a person who is, or seeks to be, a candidate, and
- speaking to the public at large or publishing any written or artistic work that could give the impression of advocating support for a political party.

Employee Name: Enter name here	Employee Signature:
Date: Enter date here	<i>Sign here</i>
Line Manager: Strategic Lead for Sustainability & Climate Change	Line Manager Signature:
Date: Enter date here	

