

Role Profile			
Part A - Grade & Structure Information			
Job Family Code	10RT	Role Title	Climate Change Planning Officer (2 year fixed term post)
Grade	PS10	Reports to (role title)	Ananya Mukherjee & Zac Ellwood
		Directorate/School	ETI
JE Band	371-438	Service / Department	Greener Future Climate Change and Waverley Planning & Eco Development
		Date Role Profile was created	Jun-22
Part B - Job Family Description			
<p>The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.</p>			
Role Purpose including key outputs	<p>The Climate Climate Planning Officer will be responsible taking forward specific actions contained in our Climate Change Strategy and Delivery Plan relating to the reform of local planning policy. These are to: (1) develop guidance to planners on net-zero compatible policies and spatial planning guidance ;consider the potential to use carbon offsetting in the event that developments cannot be fully carbon neutral and ; take a proactive approach to working with planners and developers to strengthen the integration of climate change adaptation and holistic thinking into development proposals to build long-term resilience to climate change.</p> <p>Key tasks include:</p> <ul style="list-style-type: none">- Policy development; articulating how local planning policy can be consistent with Net-Zero targets and our need to adapt to the impacts of climate change.- Data gather and research: assess key evidence needed to put in place robust and defensible policies, including consideration non viability.- Understanding the national policy framework and unfolding planning reforms, judging where local planning policy may play a key role.- Management and support of key stakeholders and stakeholder groups, such as the Development Forum, Planning Working Group and Lead planning officers in the 11 Boroughs and Districts.- Conatrat mangemenet, if procured services are required.- Revieuing applications and planning policies through a climate change lens on behalf of Surrey Councny Council, such as the developing Waste and Minerals Plan, and the Surrey Ambition.		
Work Context	<p>This is one of a number of roles being created as part of a growing effort to deliver our ambitious climate change targets of a net-zero county by 2050 and a net-zero organisation by 2030.</p> <p>The post will be based at Waverley, but will work across all Borough and Districts and will require specific tasks to be undertaken from Surrey County Council.</p> <p>We operate a policy of agile working, which means you will have the option to spend part of your week working from home, though this may flex based on business need. Whilst based in Waverley Council, the role is likely to require business travel to other locations in Surrey for key meetings, and we expect staff wherever possible to utilise public transport for such needs.</p>		
Line management responsibility if applicable	Line management unlikely.		
Budget responsibility if applicable	May manage a modest consultancy budget.		
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Planning & Organising</p> <ul style="list-style-type: none">• Implement countywide strategies and support the development of long term planning.• Lead projects and reviews within a technical area of work to support and enhance service delivery.• Plan workloads and secure resources to enable the team/s to achieve a quality service. <p>Policy & Compliance</p> <ul style="list-style-type: none">• Provide technical advice and recommendations within defined policy and procedures to ensure compliance with relevant legislation, policies and industry standards.• Maintain, develop and review systems, processes, procedures and working methods to maximise service delivery, quality, efficiency and compliance. <p>People and partnerships</p> <ul style="list-style-type: none">• May manage a team operating in a specialist area or oversee the delivery of a range of support services to a service or function.• Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service.• Monitor and support the performance management and development of team members to ensure that individual contributions are maximised. <p>Resources</p> <ul style="list-style-type: none">• Assist with budget/resource/ funding management in accordance with the organisation's policies and procedures.• May have delegated responsibility for a budget(s). <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none">• Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making.• Analyse and make recommendations for improvement or development of existing systems, processes or policy. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: Responsible for ensuring health and safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area. .</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>		
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none">• Degree/ HNC or equivalent, or substantial relevant experience in a relevant subject.• May require a specialist technical qualification or membership of an appropriate professional institution.• Significant practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public.• Comprehensive understanding of subject matter, legislation, principles and practices relevant to the technical area.• May require previous management experience including staff supervision, development and organisational skills.• Proven ability to apply project management principles and techniques to manage a range of projects through to completion.• Proven ability to establish and maintain highly effective working relationships with a range of stakeholders.• Comprehensive knowledge of computerised business systems.• Proven written and oral communication with the ability to influence and work in collaboration with others.• Ability to understand, meet and exceed customer expectations.• Proven problem solving skills, and the ability to exercise high levels of initiative to devise and implement workable solutions.		
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>Education, Training and Work Qualifications</p> <ul style="list-style-type: none">- Undergraduate Degree Standard of education in relevant subject and at least 5 years relevant work experience- Post graduate degree in relevant subject desirable.- Continuing professional development. <p>Knowledge (Desirable)</p> <ul style="list-style-type: none">- Strong understanding of the planning system- Experience in policy development- Specialist knowledge on delivering climate change services in a local context. <p>Skills</p> <ul style="list-style-type: none">- Project management, including budgeting, reporting, effective management of contractors and financial management and control.- Excellent relationship management and leadership skills- Experience in stakeholder engagement- Good IT skills including use of MS office (Word, Excel, database management systems, PowerPoint).		
Role Summary	<p>Roles at this level typically lead and manage the work of a specialist team and/or they may hold a technically specialist professional role providing complex advice or managing specialist projects. They will use technical knowledge to audit or analyse situations and data to aid them in ensuring regulatory or technical compliance of others. They will work closely with a range of agencies and stakeholders to ensure delivery of agreed industry and service standards in a cost effective way. Forward planning could be for months ahead and the role will contribute to longer-term development.</p>		
Reference Number	BM-2022-480		