

JOB DESCRIPTION

JOB TITLE:	Environment Project Officer
MANAGED BY:	Senior Environment Manager
GRADE:	8

BACKGROUND

The West of England Combined Authority is seeking to appoint an Environment Project Officer to join the environment team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

You will be a key player in leading our response to tackle the climate and ecological emergency. We are delivering on the West of England's Climate and Ecological Strategy and Action Plan and making the West of England the bee and pollinator capital of the U.K. as we push to reach our very ambitious net zero targets by 2030.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

Reporting into the Environment team, the Project Officer will specialise in corporate carbon management. They will:

- Work with Directorates across the organisation to develop and implement the corporate carbon management plan (CCMP).
- Lead and undertake CCMP project management tasks.
- Coordinate and support the CCMP governance.

- Collaborate with colleagues in the Combined Authority and Partners in the region to help deliver the Metro Mayoral priority of tackling the climate & ecological emergency.

KEY RESPONSIBILITIES

Reporting into the Environment team, the Project Officer will specialise in corporate carbon management. They will:

- Undertake research on carbon management and provide technical advice to inform decisions and the development of the CCMP.
- Lead on the development of the project plan, including identifying activities and timescales.
- Provide advice and guidance on the achievement of project milestones/deliverables and ensure adherence to relevant legislation and standards.
- Identification of project level opportunities and risks as they arise and resolve where appropriate and/or recommend options to the Senior Managers.
- Coordinate the CCMP steering group and working group including taking minutes, tracking actions, and leading on the development of agendas and presentations.
- Lead on the integration of the CCMP into corporate processes.
- Provide advice to stakeholders on the carbon data reporting and collection.
- Make decisions relating to carbon data reporting and coordinate, collate and report carbon data, checking for anomalies and errors.
- Use financial management processes/procedures/best practice, to ensure project funding is effectively and lawfully utilised, such as managing in compliance with subsidy control processes and emerging UK legislation and HM Treasury's' Managing Public Money guidance.
- Coordinate and lead on the development of the procurement documents for CCMP consultancy work.
- Carry out all necessary checks and assurances, in a timely manner, on invoices and recommend further action to the Senior Manager.
- Ensure effective work relationships are established and maintained with stakeholders and contribute to the successful staging of events and meetings.
- Ensure accurate advice and guidance is given in response to all project queries and effectively liaise with all relevant stakeholders on project progress.
- Contribute to co-operative working across Combined Authority teams and with external stakeholders.
- Undertake such other duties and responsibilities as may be determined from time to time by the line manager in consultation with the post holder.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level or with equivalent work experience.
- Awareness of and understanding of the climate and nature emergencies.
- Knowledge of carbon policy, definitions, management, and reporting.
- Knowledge of project management, including a good understanding, and demonstrable use of project planning.

Experience

- Significant experience of communicating (oral and written) with a wide range of people, including external stakeholders, and of explaining technical/complex information in an easy-to-understand manner.
- Experience of carbon management.
- Desirable experience of integrating environment or sustainability into organisational processes.
- Experience of working on projects with competing demands, often to tight and varying timescales.
- Experience of supporting the design and delivery of projects and programmes and coordinating stakeholders.

Skills and Competencies

- Highly proficient in the use of standard Microsoft Office products, including Outlook, Word and Excel.
- Very organised, with an ability to prioritise and focus on what is important.
- Able to work with a minimum of supervision, take initiative and as part of a multidisciplinary team, and produce high quality first drafts of agendas, reports, slides and working documents.
- Able to interpret complex standards/technical information.
- Able to assimilate information quickly and accurately.
- Problem solving and analytical skills.
- Excellent oral and written communication skills.
- Commitment to seeing tasks through from start to completion.

DESIRABLE

Qualifications and Knowledge

- Professional qualification in project management (such as PQF/PMQ) and/or equivalent experience in project management.
- Experience of local and UK government policies, practices, and procedures.
- Experience of business case development.
- Knowledge of carbon reporting tools.

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 days annual leave plus bank holidays.
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund.
- Cycle to work scheme and secure bike parking.
- Free eye tests for all display screen equipment (DSE) users.
- Discounted monthly bus tickets.
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all the latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £15.17 - higher than the government minimum for over 23s, currently £10.42 per hour



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter.

The [Good Employment Charter](#) is a voluntary membership and accreditation scheme aimed to create an active network of employers within the West of England that are committed to supporting the basis of 'good work'. The Good Employment Charter is defined by seven key characteristics of good employment: recruitment, secure work, Real Living Wage, developing people, health & wellbeing, flexible work, and engagement & voice.

