

JOB DESCRIPTION

JOB TITLE:	CRSTS Environment Project Officer
MANAGED BY:	CRSTS Project Manager - Environment
GRADE:	8

BACKGROUND

The West of England Mayoral Combined Authority is seeking to appoint Project Officers to a 12-month task and finish group that will provide professional environmental advice and technical guidance to the City Region Sustainable Transport Settlement (CRSTS) programme, working across the Environment and Infrastructure Directorates.

We were awarded over half a billion pounds (£540m) for the CRSTS programme to improve the West of England's sustainable transport system. This was the highest amount of funding per head awarded in England.

The CRSTS programme focuses on delivering strategic public transport corridors and improving our walking and cycling infrastructure. The projects within the CRSTS will connect as many households as possible with employment and education; resolve reliability issues; maximise future patronage; and support areas of deprivation. The specific interventions within the corridors aim to improve the frequency, reliability, and service provision of our bus network through bus prioritisation measures while also enhancing its connectivity with walking and cycling infrastructure. Measures include developing continuous bus lanes, traffic signal prioritisation, segregated walking and cycling infrastructure, standardised high-quality bus stops and enhancing our key transport hubs. CRSTS also includes delivering an integrated public transport ticketing system with consistent regional branding.

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 and ecological 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 informing 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.

Note to candidates: we know that long lists of criteria can be daunting, and that some candidates will not apply for a role unless they feel they are 100% qualified. If you feel you meet most of the essential criteria below, we still encourage you to apply. If you need any additional support during the recruitment process, please get in touch.

PURPOSE OF THE JOB

Reporting into the CRSTS Environment Project Manager, the Project Officer will be part of a one-year task and finish group that will provide technical environmental advice, ensuring the MCA is an intelligent client with regards to policy, regulatory and legal environmental compliance for CRSTS projects. As a team, we commit to ensuring we deliver for the business, the communities in our region and for the environment.

We are looking for project officers with experience of one or more of the following environmental disciplines: Biodiversity Net Gain or ecology, contaminated land or ground conditions, flood risk or climate resilience, and sustainable materials, circular economy, and waste management. This expertise will help us to deliver infrastructure that contributes to our climate change targets, integrates nature, is resilient to climate change and has reduced environmental impacts.

The role(s) will be responsible for providing the project manager with technical advice on their subject to provide clarity for project managers on the environmental requirements for the CRSTS programme.

The role(s) will work with the project manager and other technical experts to form the task and finish group.

The role(s) will set out clearly the environmental requirements related to their subject area for business case stages and the construction stage, procurement specifications, grant agreements, and contractual arrangements, and possibly health and safety.

Where there are gaps in the requirements, they will identify and clarify those gaps to the project manager and identify the options and consult on these and propose recommendations to close them.

They will take a proportionate approach when establishing the requirements, whilst ensuring consistently high standards of environmental performance. The role will ensure the advice is in a form that project managers can understand and work with efficiently and effectively. The role will also be responsible for providing the project manager with high-quality drafts of environmental advice ready for the approval process.

The role will inform the assessment and appraisal of projects against the environmental requirements, identifying actions to ensure high performance by projects. They will work with the monitoring and evaluation team to ensure that evaluation and monitoring are in place for their subject area.

The role will work collaboratively with stakeholders, including the unitary authorities, to enable inclusive working, knowledge sharing, and regional consistency.

KEY RESPONSIBILITIES

- Contribute to the delivery of the work programme and provide high quality outputs by the agreed deadlines.
- Provide environmental requirements for legal, grant agreement, policy, project and technical documents.
- Provide technical expertise for CRSTS projects.
- Set out clear requirements for the business case development stages, grant agreements (where applicable), contracts, health and safety, budgeting, and forecasting.
- Provide technical expertise for the assessment and appraisal of CRSTS projects in respect to meeting their environmental requirements.
- Inform the approach for evaluating, monitoring, and auditing CRSTS projects in relation to their environmental requirements.
- Apply a continuous improvement approach, including capturing lessons learned.
- Proactively engage and communicate with CRSTS project managers, internal and external stakeholders.
- Escalate project risks, as and when required, to project manager.
- Contribute to a positive team culture with a passion for improving environmental outcomes of infrastructure projects.
- Manage budgets for projects if required, keep track of costs of environmental work in their subject area.
- Create, manage, and update project documentation, including timelines, risk registers, etc., and ensure project delivery to tight deadlines.
- Provide written and verbal regular updates to their line manager and support briefings for senior leaders as required.
- Act as an ambassador for the Environment Directorate and the Mayoral Combined Authority in all interactions with external stakeholders.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level or with equivalent work experience.
- Qualification in an environment subject.
- Knowledge of the wider climate and nature emergencies and national, regional, and local responses to it.

Experience

- Experience of providing or applying environmental advice.
- Experience of applying a proportionate approach to reflect project complexity, size, and impact.
- Experience of communicating (oral and written) with a wide range of people, including internal and external stakeholders, to gain buy in; and of explaining technical/complex information in an easy-to-understand manner.

Skills and Competencies

- Can operate with minimal direction.
- Always work in a collaborative way while simultaneously setting direction.
- Holds oneself and others to account for delivery.
- High standards of written and spoken communication.
- Excellent organisational and administrative skills for organising meetings, events and workshops, taking notes, allocating and chasing up actions.
- Able to research, collate and analyse complex issues and problem solve.
- Able to prioritise workload, to work under pressure and meet deadlines, acting on own initiative when necessary.

DESIRABLE

Qualifications and Knowledge

- An understanding of environment regulations/legislation/policy.
- An understanding of the infrastructure design and construction process
- IEMA qualification or qualification in the relevant environmental specialisms
- Knowledge of Business Case development for public sector funding in the UK, ideally in the infrastructure sector.

Experience

- Previous experience of providing technical environmental expertise in one or more of Biodiversity Net Gain and ecology, contaminated land and ground conditions, flood risk and climate resilience, and sustainable materials, circular economy and waste management.
- Previous experience of integrating environmental requirements into UK engineering design and/or construction projects.

- Local and UK government policies, practices, and procedures.
- Line management.

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 21s, currently £11.44 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.



