

PETERBOROUGH



Person Specification

JOB TITLE:	Climate Change Partnership Officer	POST NO:	015239
GRADE:	10	DEPARTMENT:	Place and Economy
HOURS	37		
DIVISION:	Environment and Climate Change	DIRECTOR:	Adrian Chapman
DATE:	March 2024	COMPLETED BY:	Hannah Swinburne

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<p>Strong knowledge of project management techniques and processes.</p> <p>Knowledge of environmental matters and issues, specifically relating to Climate Change and sustainability.</p>	<p>Knowledge of the aims of Peterborough City Council specifically in relation to the city's declaration of a climate emergency.</p> <p>Knowledge of public sector organisations and their role in delivering and supporting the national climate change agenda.</p>
SKILLS & ABILITIES	<p>Excellent project management skills to ensure that risk, budget and deliverables are well managed.</p> <p>Excellent skills to facilitate and chair meetings to ensure that objectives are met.</p> <p>Excellent stakeholder management skills, to ensure internal and external partners are engaged in project delivery.</p> <p>Excellent communication skills demonstrating the ability to communicate clearly, both in person and in writing.</p> <p>Ability to work under pressure, concentrating on complex tasks adopting a methodical approach.</p>	<p>Strong data analysis skills.</p>

	<p>Excellent organisational skills, ensuring all stakeholders are kept informed of events and relevant information.</p> <p>Ability to interpret information and utilise to enhance project delivery.</p> <p>Ability to act as a central point of contact to drive forward progress across the project and council.</p> <p>Ability to research and identify potential funding opportunities and keep abreast of new opportunities for project development.</p> <p>High level of literacy and numeracy.</p>	
EXPERIENCE	<p>Strong experience of project managing a complex project with multiple stakeholders</p> <p>Excellent working knowledge of all Microsoft applications in order to produce high quality documentation.</p> <p>Able to work under own initiative with minimum of supervision whilst working to tight deadlines.</p> <p>Experience writing reports to deliver complex information to various audiences</p> <p>Experience presenting to various audiences</p>	<p>Strong experience of coordinating stakeholder engagement groups</p> <p>Experience in the development of communication and learning dissemination strategies</p>
QUALIFICATIONS	<p>Demonstration of relevant training and CPD.</p> <p>A degree or equivalent experience</p>	<p>Project management training</p>
PERSONAL CIRCUMSTANCES	<p>The ability to attend meetings, as and when required, outside of normal working hours.</p> <p>Ability to travel, sustainably where possible, to different locations in Peterborough and surrounding area.</p>	<p>The ability to attend in-person Innovate UK Net Zero Living events. These are expected to be held every 3 months at locations in the UK.</p>

EQUALITY	Candidates must demonstrate understanding of acceptance and commitment to the principals underlying equal opportunities.	
CUSTOMER CARE	Knowledge and understanding of effective customer care.	