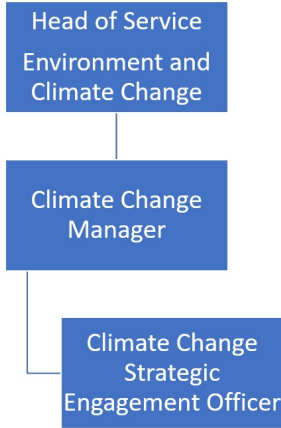


Job Description

Department:	Place and Economy
Division/Section:	Environment and Climate Change
Job Title:	Climate Change Strategic Engagement Officer
Post No:	015240
Grade:	10
Reports to:	Climate Change Manager
Organisation Chart: Show immediate manager and any jobs reporting to this post.	 <pre> graph TD A[Head of Service Environment and Climate Change] --> B[Climate Change Manager] B --> C[Climate Change Strategic Engagement Officer] </pre>
DBS Check applicable?	None <input type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No <input type="checkbox"/>
Line Management responsibility for:	No. of direct reports: None No. of indirect reports: None
Size of budget:	£0
Job Purpose:	Peterborough City Council has declared a climate emergency and committed to become a net zero organisation by 2030 and to support Peterborough to

	<p>become a net zero city.</p> <p>Peterborough has a Local Area Energy Plan, outlining the activities needed to be delivered across the city to enable Peterborough to become a net zero city. The council now needs to develop viable delivery plans to ensure that the outlined projects can be realised.</p> <p>Peterborough City Council leads the Peterborough Accelerated Net Zero (PANZ) project, a £3.2m project, funded by Innovate UK. The PANZ project will develop IT tools, and the supporting decision-making framework, to assist councils to identify, manage and deliver portfolios of decarbonisation projects. The tools will utilise social, demographic and economic data to tailor delivery plans and associated financial mechanisms and engagement strategies to each project.</p> <p>The project will conduct research into engagement and finance mechanisms and apply these to two demonstrator projects (expansion of a district heat network and installation of heat pumps in rural homes). Significant stakeholder and community engagement will be held to support this. The tool will also enable projects to be prioritised based on the delivery of decarbonisation and other co-benefits as selected by the council and facilitate the management of portfolios of projects. It is expected that the tool will result in the development of multiple business cases for city-wide projects for the council to pursue, that will accelerate decarbonisation in Peterborough.</p> <p>The successful candidate will join an innovative Climate Change team, supported by strong collaborating partners. They will have the opportunity to shape the development of the project and help enhance the future decarbonisation of the city.</p> <p>The successful candidate will research engagement methodologies and apply learnings to lead the development of the PANZ engagement framework. They will plan and deliver a comprehensive stakeholder engagement strategy.</p>
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Main Duties and Responsibilities:

1. To lead the engagement workstream, creating an engagement framework which enables the tailoring of Net Zero project delivery plans to suit relevant audiences and potential end-users. The framework will ensure that diverse audiences are reached and considered.
2. To research existing engagement methodologies and resources and evaluate their applicability for use in a variety of communities and across a broad range of Net Zero projects.
3. To lead the development of novel engagement methodologies and resources to meet identified gaps in existing materials, in collaboration with partner organisations.
4. To explore delivery mechanisms suitable for the two demonstrator projects: expansion of a district heating and private wire network and installation of heat pumps in rural areas. This work will involve close collaboration with partners.
5. To plan and run stakeholder engagement events and campaigns to gather insight to inform the development of the project.
6. To establish strong relationships with members of the community, to build interest in the project and identify opportunities for engagement.
7. To contribute to project management activities including monitoring deliverables, budget, resources, risks and issues, and adhering to strong project management processes.
8. To guide the development of the PANZ project to ensure it meets project aims, council objectives and stakeholder needs through providing insight on council operations and local needs, gained through consultation with internal and external engagement.
9. To work alongside all consortium members to co-design solutions and/or project products.
10. To use strong interpersonal skills to manage the complex project with multiple stakeholders and partners.
11. To develop and maintain strong relationships, working in partnership with Council colleagues, elected representatives, consortium partners, stakeholders, members of the Net Zero Living cohort and Innovate UK representatives.
12. To participate in project meetings and workshops, including regular project review, risk management, stakeholder engagement and subject specific meetings. This will include setting agendas, collating minutes and actions, and chairing meetings when required.
13. To prepare for quarterly project monitoring meetings, through providing updates on project progress, spend, budget and risk management. To prepare the spend profile for the upcoming period, and to coordinate with the Monitoring Officer for any additional requirements.
14. To attend Innovate UK's Net Zero Living cohort events to share best practice and develop

thinking to aid project development.

15. To evaluate the outputs and outcomes of the project through a robust management process. To maintain accurate records for reporting and audit purposes.
16. To create communications materials such as for social media, website and other formats, consistent with the project brand and message guide.
17. To keep abreast of opportunities (including funding opportunities) that may benefit the project or the Council's climate work.
18. To lead procurement exercises and oversee the performance of suppliers for the delivery of the PANZ project.
19. To assist in interpreting and sharing complex information to support communication with a wide range of stakeholders. This may include writing reports and delivering presentations including those for public meetings such as Council or Cabinet meetings or for those with local stakeholders and community groups.
20. To assist in preparing reports which may include those to meetings of Cabinet, Council or Scrutiny Committees or to external organisations.
21. To work in partnership with other agencies and organisations to deliver shared objectives relevant to the service.
22. To work flexibly, including attending evening and weekend meetings as required and arranging work patterns accordingly to meet the needs and demands of the service.
23. To promote good communication and customer care at all times. To ensure that an efficient, equitable and sensible service is provided to customers at all times in line with the Council's Performance Plan.
24. To ensure that the key objectives of quality of service, value for money, accessibility and user friendliness are taken into account in all dealings with the Council's customers.
25. To assist the council in fulfilling any contract to provide a service to any other council by undertaking duties and responsibilities appropriate to this post.

Generic Responsibilities:

To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

Flexibility Clause:

Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>
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DATE:		COMPLETED BY:	Hannah Swinburne
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