

# PETERBOROUGH



## Person Specification

<b>JOB TITLE:</b>	Climate Change Strategic Engagement Officer	<b>POST NO:</b>	015240
<b>GRADE:</b>	10	<b>DEPARTMENT:</b>	Place and Economy
<b>HOURS</b>	37		
<b>DIVISION:</b>	Environment and Climate Change	<b>DIRECTOR:</b>	Adrian Chapman
<b>DATE:</b>	March 2024	<b>COMPLETED BY:</b>	Hannah Swinburne

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<p>Strong knowledge of project management techniques and processes.</p> <p>Knowledge of environmental matters and issues, specifically relating to sustainability and Climate Change.</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>
<b>SKILLS &amp; ABILITIES</b>	<p>Excellent project management skills to ensure that risk, budget and deliverables are well managed.</p> <p>Excellent research skills, evaluating outcomes and applicability to council projects.</p> <p>Ability to interpret information and compile, maintain and analyse data to draw conclusions to enhance project delivery.</p> <p>Ability to design engagement activities to suit different audiences.</p> <p>Excellent skills to facilitate and chair meetings to ensure that objectives are met.</p>	<p>Strong data analysis skills.</p>

	<p>Excellent stakeholder engagement skills</p> <p>Ability to work under pressure, concentrating on complex tasks adopting a methodical approach.</p> <p>Excellent communication skills demonstrating the ability to communicate clearly, both in person and in writing.</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>	
<b>EXPERIENCE</b>	<p>Strong experience in designing and delivering on stakeholder engagement strategies to gather insight from stakeholders. This should include experience in running events and campaigns.</p> <p>Strong experience in interpreting data and research and applying insights to project development.</p> <p>Experience writing reports to deliver complex information to various audiences</p> <p>Experience delivering presentations and holding conversations with various audiences on complex topics</p> <p>Strong experience of delivering 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>	
<b>QUALIFICATIONS</b>	<p>Demonstration of relevant training and CPD.</p> <p>A degree or equivalent experience</p>	

<b>PERSONAL CIRCUMSTANCES</b>	<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>	
<b>EQUALITY</b>	<p>Candidates must demonstrate understanding of acceptance and commitment to the principals underlying equal opportunities.</p>	
<b>CUSTOMER CARE</b>	<p>Knowledge and understanding of effective customer care.</p>	