

Job Description

Department:	Children's Services / Operations		
Division/Section:	Resources, Commissioning and Performance - Planning and Development Transport and Sustainable Environment – Climate Change Team		
Job Title:	Schools Carbon Reduction Officer		
Post No:	008495		
Grade:	8		
Reports to Post No / Title:	Principal Assets Officer (Schools)		
Line Management responsibility for:	None		
CRB Check applicable?		<i>Standard</i> <input type="checkbox"/> <i>Enhanced</i> <input checked="" type="checkbox"/> <i>None</i> <input type="checkbox"/>	
Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?		<i>Yes</i> <input type="checkbox"/> <i>No</i> <input checked="" type="checkbox"/>	
Organisation Chart:	<pre> graph TD OD[OPERATIONS DIRECTORATE] --> GME[Group Manager – Transport and Sustainable Environment] CS[CHILDRENS SERVICES] --> HASPP[Head of Assets and School Place Planning] GME --> CCM[Climate Change Team Manager] HASPP --> PAO[Principle Assets Officer (Schools)] CCM --> SCRO[Schools Carbon Reduction Officer] PAO --> SCRO </pre>		
Job Purpose:	<p>Peterborough City Council has committed to reduce CO₂ emissions arising from energy consumption and transport by 35% of 2008/09 levels over the next five years. The city's schools are responsible for approximately 17.5 thousand tonnes of carbon dioxide annually, equating to over 50% of total emissions. The Schools Carbon Reduction Officer post will play a key role in achieving these targets and the city's aspiration to create the UK's Environment Capital.</p> <ul style="list-style-type: none"> Working with Peterborough schools to develop individual, tailored Carbon 		

	<p>Management Action Plans (CMAPs) guiding, as required through the process of establishing baseline carbon emissions, targets for reduction and projects suitable for implementation.</p> <ul style="list-style-type: none"> • Provide ongoing project management support, seek and obtain external funding as required. • Identify and quantify the impacts of each CMAP in terms of CO₂ savings and associated benefits in line with National Indicators and other Government frameworks, including the CRC and Sustainable Schools framework. 		
Description prepared by:	Charlotte Palmer	Date:	06/04/2010
Description agreed by postholder:		Date:	
Authorised by Director:		Date:	

Main Duties and Responsibilities:

1. To establish a carbon management programme designed specifically to engage the city's schools.
2. Support schools through the process of establishing carbon emissions and setting targets for reduction. Work alongside schools, providing technical guidance as necessary to enable the implementation of individualised Carbon Management Action Plans specific to each participating school.
3. To proactively support schools through the implementation of carbon saving initiatives. This includes liaison with suppliers and contractors, internal and external funders alongside monitoring pre and post project implementation.
4. To manage projects effectively through the council's project management process.
5. To identify and draw together necessary data to establish energy efficiency and carbon savings through both quantitative and qualitative methods. Provide data as necessary in order to allow the council to report against associated National Indicators and other legislative schemes.
6. Develop initiatives to engage partners, promoting the benefits of carbon management.
7. To devise a programme of training and awareness raising initiatives to ensure all those with a responsibility for energy management and/or efficiency are equipped with the necessary knowledge.
8. To support schools through associated legislative frameworks ensuring compliance.
9. To work closely with the council's Climate Change Officer to ensure natural resource educational support is focussed as necessary.
10. To work with the Assets and School Place Planning team and to be a member of the Asset Management Steering Group in relation to the planning of capital projects for schools.
11. To liaise with the Property Design and Maintenance team (or other property agencies) regarding school projects.
12. To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.
13. To comply with all Health & Safety at work requirements as laid down by the employer.

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 Peterborough City Council reserves the right to make changes to your job description following consultation.</p>