

Person Specification

JOB TITLE:	Schools Carbon Reduction Officer	POST NO:	008495
SCALE:	Grade 8	DEPARTMENT:	Children's Services
DIVISION:	Resources, Commissioning and Performance	DIRECTOR:	John Richardson
DATE:	06/04/2010	COMPLETED BY:	Charlotte Palmer

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<p>E1.1 Knowledge of environmental matters and issues, specifically relating to sustainability and Climate Change (A,I,P)</p> <p>E1.2 Knowledge of renewable energy technologies, energy monitoring processes, and energy efficiency practices demonstrating close attention to detail (A,I)</p> <p>E1.3 Knowledge/awareness of the National Curriculum specifically in relation to the environment and sustainability (A,I)</p> <p>E1.4 Knowledge of the Climate Change Act, Carbon Reduction Commitment and associated National Indicators</p>	<p>D1.1 Awareness of the aims of Peterborough City Council specifically in relation to the city's Environment Capital aspiration (A,I)</p> <p>D1.2 Knowledge of local government procurement (A,I)</p>
SKILLS & ABILITIES	<p>E2.1 Excellent communication skills demonstrating the ability to communicate complex ideas clearly and persuasively in order to get commitment and buy in from a wide range of stakeholders (A,I,P)</p> <p>E2.2 Excellent presentation skills with the ability to present to audiences at all levels (A,I,P)</p> <p>E2.3 Ability to manage and co-ordinate complex projects effectively involving a wide range of stakeholders (A,I)</p> <p>E2.4 Innovative, creative and enthusiastic approach to problem solving (A,I)</p> <p>E2.5 Ability to draw together, collate and analyse data using spreadsheets and databases, identifying trends and drawing conclusions (A,I,T)</p> <p>E2.6 Excellent working knowledge of all Microsoft applications in order to produce high quality documentation (A,T)</p> <p>E2.7 A high level of literacy and numeracy (A,I,T)</p>	<p>D2.1 Ability to converse in more than one language (I)</p> <p>D2.2 Able to promote and publicise success through the media (A,I)</p>

EXPERIENCE	<p>E3.1 Experience of delivering presentations to a wide range of audiences (A,I)</p> <p>E3.2 Experience of working with schools and community members (A,I)</p> <p>E3.3 Able to work under own initiative with minimum of supervision whilst working to tight deadlines (A,I)</p> <p>E3.4 Experience of managing complex projects through to completion (A,I)</p>	<p>D3.1 Experience of the national Eco Schools Framework and/or DCSF Sustainable Schools framework (A,I)</p> <p>D3.2 Experience of working as part of a co-ordinated team (A,I)</p>
QUALIFICATIONS	E4.1 A degree (or equivalent) qualification in an environmental related discipline (A)	
PERSONAL CIRCUMSTANCES	<p>E5.1 The ability to attend meetings, as and when required, outside of normal working hours (A)</p> <p>E5.2 Ability to travel to different locations in Peterborough and surrounding area (A)</p>	
EQUALITY	E6.1 Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities (A,I)	
CUSTOMER CARE	E7.1 Knowledge and understanding of effective customer care (A,I)	

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (A) Application / (I) Interview, (P) Presentation, (W) Written Test. Add any other codes used here.]