

Environment Officer - Grade 10-11

Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead, so we are always looking for better and smarter ways to work.

All Environment Officers lead, project manage and/or co-ordinate large environmental projects, policies and grant programmes with key partners, council services and other organisations and agencies. Other work will include supporting awareness raising campaigns, and other environmental objectives across the region.

The role is based, within [Environment and Climate Change](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

- Your part of a team of Environmental Officers who contribute to the development of corporate/regional processes to ensure environmental and sustainability issues are incorporated effectively into policy planning.
- The work involves contributing to the development and delivery of key strategic outcomes and regional programs.
- Your work involves preparation of reports on the progress of the strategy/ project development and implementation for Directors and Elected Members, boards, and organisations.
- You will ensure a collaborative approach in supporting development and delivery of the Climate Change Programme by identifying priority areas and leading on projects.
- You will also support the raising awareness contributing to campaigns of activities to embed positive behavioural changes.
- Manage and develop projects (initiating ideas, setting up and monitoring budgets, project plans, timetables, contractual agreements, co-ordination of other officers as required to achieve outcomes.
- Ensure effective monitoring so that projects are delivered on time and within budget, with robust governance and financial management in place.
- Develop and prepare bids to secure internal and external funding.
- Identifying opportunities to develop partnerships with other organisations and agencies. Maintain collaborative relationships to achieve objectives.
- Respond appropriately to members of the public and Elected Member queries in relation to the Council's/Region's Environmental work program.
- Produce reports for senior management and elected members as required, to support policy development, project planning, monitoring, and evaluation.
- Ensure up to date national environmental policy development is considered and incorporated effectively into policy planning.

Position of job in organisational structure

Please see specific job focus sheet.

Employee Specification

Please see specific job focus sheet.

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

For Office Use Only:

Job Category	Environment & Climate Change	Grading ID	13380 13381
Job ID	80100528	Last Updated	June 2021
Job Focus	Yes	Career Progression	Yes

Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	
HR Checked	M Lunn		