

Newcastle-under-Lyme Borough Council

PERSON SPECIFICATION

Job Title: Sustainable Environment Officer (Collections and Resources)

Grade: 7

Post Ref: n/a

Date: 5.3.2023

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
(1) Relevant Experience	<p>Managing small-scale recycling, food waste, or waste reduction projects</p> <p>Ability to research and identify good practice and translate into practical solutions</p> <p>Experience of project design, delivery and management with internal and external partners</p> <p>Self-motivating and able to manage time flexibly to meet the requirements of the job</p> <p>Excellent negotiation skills to enable colleague, resident, partner and business behaviour change</p> <p>Delivery of training to diverse groups of people</p> <p>Behaviour change projects</p> <p>Ability to work as a team</p>	<p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application</p>	<p>Strong project management skills</p> <p>Experience in sourcing grants and support external support programmes</p> <p>Experience of working with multi-agency partnerships</p> <p>Experience of training delivery to a varied audience – including Elected Members, members of the public, Officers and the commercial sector</p> <p>Understanding (and use of) Experian as a marketing tool and means of understanding resident priorities</p>

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
	<p>Extensive experience of MS Office and proficiency in data capture, presentation and analysis</p> <p>Excellent communication and interpersonal skills, including report writing and presentation skills</p> <p>Highly organised with and the ability to deliver to deadlines with agreed outcomes</p> <p>Ability to work in a collaborative way, building and sustaining excellent working relationships</p> <p>Energy sector decarbonisation experience or qualification, or willingness to gain this within 12 months</p>	<p>and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p>	
(2) Formal Academic Qualifications	Education to relevant degree/higher level (or equivalent)	<p>Application/ documents</p> <p>Application/ documents</p>	<p>Post graduate degree in environmental sustainability or similar</p> <p>Environmental management qualification</p>
(3) Vocational Qualifications and Training	Driving license	documents	
(4) Specialist Knowledge		Application and interview	<p>Knowledge of potential service issues related to different housing types</p> <p>Knowledge of how residents experience and participate in collection services</p> <p>Knowledge of Council policy and work re Single Use</p>

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
			Plastics reduction Understanding of hard-to-reach sectors of the population Use of CRM-type software and specialist IT packages to undertake job role Development and management of webpages and corporate social media Knowledge of principles of circular economy Communications materials development Ability to communicate clearly the policies of an employer Biodiversity/nature recovery project experience and measurement knowledge Public sector carbon reduction Understanding of Local Plan and Planning policy
(5) Special Working Conditions	All employees are required to comply with the Authority's No Smoking Policy. Able to attend meetings outside normal work hours when required	Interview Interview	

Competency	Behaviours	How Assessed
Planning and Organising	1. Adapts and works effectively in different situations in order to carry out variety of tasks, whilst remaining calm and level headed under pressure. 2. Accepts constructive feedback and makes adjustments accordingly.	Interview

Organisational Development	3.	Has the ability to set and meet challenging goals, creating own measures and consistently seeks ways of improving performance.	Interview
Communication	5. 7. 8. 11.	Communicates information clearly, accurately, positively and in a timely manner. Demonstrates required skill in all forms of written oral and technological communication. Changes communication style and approach to meet the preferences of those with whom they are dealing with or of people from diverse backgrounds. Find opportunities to meet people, members and get to know them better, gain trust and understand their point of view.	Interview
Focusing on our citizens	13. 16.	Consult with citizens/councillors/ stakeholders and gather feedback and new ideas to continually improve the service. Take pride in the job and in delivering what our communities need; promote these successes and the difference it has made.	Interview
Leadership	23. 26.	Build and maintain good working relationships with people inside and outside the council, including Councillor, partners and members of the public. Has the ability to negotiate and influence	Interview

	30.	others to obtain a 'win win' solution. Effectively works with partners, whilst establishing new partnerships working and influencing key stakeholders and partners to contribute to the Authority's objectives.	
Strategic Thinking	32. 34.	Creates or contributes to the creation of long term plans for the service area based on the vision for the service area and the overall Authority. Considers the implications of plans or proposals on the rest of the council to include partners, stakeholders citizens or councillors.	Interview
Managing Change	35. 36. 37. 38.	Ability to modify style in order to reach goals and to maintain effectiveness within changing environments and with varying responsibilities. Is prepared to challenge where others are not seeing the wider implications. Anticipate how people will feel about change and take action to help them through. Aspire to be better and exceed expectations and promote a positive 'can do' attitude.	Interview
Performance Management	44.	Uphold the Council's reputation by delivering on the community's expectations and encourage others to do the same.	Interview

Living the values	46.	Stand by Council decisions and act in the Councils best interests, putting them above those of the directorate or immediate team/individuals.	Interview
	48.	Demonstrate high standards of personal and professional conduct and be a role model to others.	
Health and Safety	51.	Demonstrates basic understanding of Health and Safety responsibilities within the workplace.	Interview