

HARBOROUGH DISTRICT COUNCIL - JOB DESCRIPTION

POST: Climate Impact Officer (2 year fixed Term)

TEAM: Transformation

GRADE: 7

POST NO.:

SERVICE AREA: Performance and Process

RESPONSIBLE TO: Kay Aitken

VARIATIONS TO STANDARD CONDITIONS OF SERVICE

1. This is a description of the job as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employee's job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.
2. Casual Car User Allowance.
3. Undertaking duties outside normal working hours including attending evening meetings and supporting flooding and climate incidents for which time off in lieu will be given.
4. As a term of employment the post holder would be required to participate in any out of hours call out service that the council may implement.

DATE ISSUED: May 2025

JOB PURPOSE:

The post holder primary responsibilities are:

To act as the District Council's lead on community flood and climate emergency response and preparedness.

To be the key link between responsible authorities to identify ways to reduce flood and climate risks to residents of Harborough District and to drive the delivery of flood and climate risk management schemes across the authority.

To support the Council's emergency planning lead officer with the council's response and recovery of any flooding or climate incident.

To improve the resilience and awareness of communities at risk of flooding or climate impacts.

PRINCIPAL RESPONSIBILITIES:

The post holder should have an understanding of legislation, policy, guidance, codes of practice, standards etc. relating to flood and climate risk management and community resilience keeping apprised of technical/specific knowledge and developments necessary for fulfilling the duties of the post and providing specialist advice within the council as required.

1. To coordinate all relevant agencies to drive forward local flood and climate risk management plans, schemes and projects to reduce the flood and climate risks across the district.
2. To develop strong, positive, working relationships with internal and external partners (such as Environmental Health, Assets, Waster Management, Planning, Leicestershire County Council, the Environment Agency, Local Resilience Forum, parish Councils and Elected Members) in relations to flooding and climate impact across the district and to represent the Council as required at local and regional meetings and forums, partnerships and working groups as directed.
3. To support the emergency planning lead officer with the response and recovery of flooding and climate impact incidents including co-ordinating the response on the day and working with other agencies through co-ordinating messages and resources, liaising with affected communities to maximise the support available to them including the delivery of any financial support to residents and businesses.
4. To work with residents, public groups, businesses, and schools to help them plan and prepare to reduce the impacts of flooding and climate impacts. The work will help ensure communities have the confidence to take positive action during an emergency and will build the relationships and mutual trust between the community and Category 1 & 2 responders.
5. To develop innovative methods to overcome barriers to engagement to increase community resilience.
6. To work closely with the Local Resilience Forum (LRF) to increase the number of flood wardens and other response volunteers.
7. To work closely with local flood wardens and volunteer groups to support their work and delivery of local initiatives such as natural flood and climate impact management schemes
8. To work with other agencies to identify hot spot areas with increased risk of flooding and climate impacts across the district.
9. To work with the Assets team to manage watercourses and flood management assets under the control of the Council

10. To be able to work under own initiative and provide data analysis, communications, problem solving, innovation, negotiation and case management relevant to the assigned duties to achieve high standards of service delivery.
11. To identify and apply for any internal or external grant funds which may be appropriate for any initiatives that are being worked on.
12. Record details of all visits and actions taken in accordance with service policy by electronic means, to maintain all necessary records.
13. To undertake any LRF training as deemed appropriate to support the Council in its emergency management response, and also to train any internal or external staff, volunteers or groups as appropriate.
14. To provide news articles, press releases and articles to the communications team as required.
15. To liaise with elected members as appropriate to keep members informed of any ward related activities and issues.
16. To uphold and display the HDC behaviour competency framework to at least level 2.
17. To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety, Safeguarding and Communication and involvement policies
18. As a term of employment the postholder may be required to undertake other such duties as may reasonably be required of you in the post and department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments at any of the Authority's establishments.

19. Health and Safety

- To be familiar with and at all times comply with
 - the Council's general health and safety policy,
 - the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and
 - local department specific health and safety procedures as amended or added to from time to time.
- To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.
- To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.
- To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.

- To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.

HARBOROUGH DISTRICT COUNCIL – PERSON SPECIFICATION

JOB TITLE:	Climate Impact Officer				
TEAM:	Transformation				
POST NO:	TBC	GRADE:	7	WEEKLY HOURS:	37
ALLOWANCE:	Casual				
CONTRACT TYPE:	2 year fixed term				

TYPE OF CRITERIA	ESSENTIAL REQUIREMENTS: Minimum requirements for the successful completion of the job	ASSESSMENT A / I / T / E	DESIRABLE REQUIREMENTS: Elements that contribute to improved / immediate performance in the job	ASSESSMENT A / I / T / E
QUALIFICATIONS	Educated to NVQ 4 or equivalent in a relevant subject (e.g. BTEC Higher in Civil Engineering or equivalent qualification)	A&E	Project Management qualification	A&E
	or relevant experience that meets the essential requirement	A&E	Evidence of continued learning and development relevant to the post	A&E
EXPERIENCE	Previous experience of working with internal and external partners	A&I	Previous experience of dealing with multi agency response to an emergency	A&I
	Previous experience of working with stakeholders, including local communities in circumstances and situations relevant to the post.	A	Previous experience of working with internal and external partners to deliver flood risk reduction outcomes or civil engineering projects	A&I
KNOWLEDGE	A good understanding and knowledge of Community Resilience	A&I & T	Demonstrate an understanding of future pressures and legislative changes in this area of work	A&I
	A good understanding of Flood risk Management work .	A&I	Understanding of local government political and decision-making processes.	A&I
	A good understanding of emergency response			

			T	
SKILLS	<p>Able to remain calm under pressure and in response to unpredictable and changing situations. A,I</p> <p>Excellent communication, persuasion and negotiation skills, including written communication including letters, reports and briefings I I</p> <p>Ability to respond in a calm, confident and positive manner to customers and colleagues with understanding and diplomacy during challenging circumstances. I</p> <p>Good project management skills A&I</p> <p>Able to maintain accurate records and data analysis A</p> <p>Computer literate and proficient in Microsoft Office software A</p> <p>Able to prioritise own work loads and work under own initiative but also be a good team player A&I</p> <p>Able to demonstrate strong customer focus. A&I</p> <p>Ability to take ownership of tasks, challenges, and problems to achieve an appropriate outcome A&I</p>			
OTHER	<p>Full current valid UK driving licence and access to a motor vehicle suitable for work purposes A&E</p> <p>Ability to work outside standard office hours as required A&I</p>			Able to work remotely as part of any flexible working strategy I
Assessment Legend:	A = Application	I = Interview	T = Test or Assessment	E = Evidence (e.g. certificate)
N.B. Where more than one assessment stage is indicated against a criteria that criteria must be demonstrated at both stages				