

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Sustainability Officer	Grade: SO2
Section: Property Services	Directorate: Housing and Regeneration
Responsible to following manager: Head of Energy and Sustainability	Responsible for following staff: 0
Post Number/s: 1	Last review date:

Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

The Sustainability Officer will play a key role in identifying opportunities to enhance the Council's sustainability performance across a range of areas, including carbon reduction, energy efficiency, waste management, travel, procurement, water conservation, refurbishment and construction, and biodiversity. The Officer will also monitor and assess the impact of implemented projects, ensuring that they contribute effectively to the Council's sustainability goals.

Specific Duties and Responsibilities

1. Contribute to developing, maintaining and promoting the Councils' sustainability policy, strategies and other plans or policies relating to sustainability.
2. Work with colleagues across the Councils to develop and implement sustainability engagement activities for key stakeholders.
3. Monitor progress towards the Carbon Neutral 2030 target and provide regular updates on energy-related KPIs, operational improvements, and performance metrics.
4. Act as the primary point of contact for all queries regarding sustainability for the council and schools and provide accurate information face to face, via email or telephone.
5. Be responsible for the collection, monitoring and analysis of data and presentation to Head of Energy and Sustainability by preparing regular reports on the performance of sustainability strategies, action plans, policies and procedures.
6. Design content for sustainability communication to ensure buy-in and engagement from internal and external stakeholders.
7. Maintain a project filing structure for all project and business as usual work undertaken in daily tasks and be the document controller for the same.
8. Monitor effectiveness of the Council's Decarbonisation Strategy and identify opportunities for improvement.
9. Track sustainability initiatives ensuring effective delivery through cross department working within the Council/schools and with partners, assisting internal and external project teams as required.

Generic Duties and Responsibilities

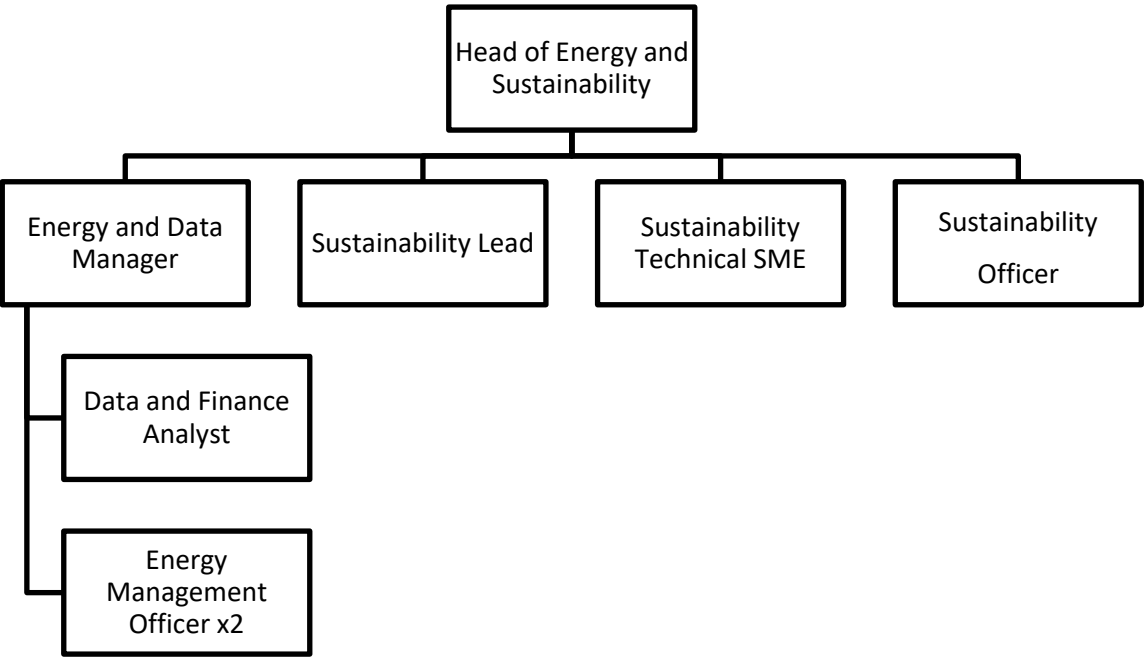
- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems

- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

N/A

Team structure



For the current structure please go to The Loop.

Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
An ability to analyse data and present statistics in a user-friendly manner.		✓	I
Knowledge of computer packages, including the Microsoft Suite and data software packages.	✓		I
Strong numerical skills with good attention to detail		✓	T

Demonstrated ability to lead cross-functional teams, manage complex projects, and engage stakeholders at all levels.		✓	I
Experience	Essential	Desirable	Assessed
Work experience relating to environmental management and sustainability	✓		I
Experience of producing high quality reports and correspondence.		✓	I
Experience with project management and administration in relation to coordinating and implementing projects.		✓	I
Skills	Essential	Desirable	Assessed
Ability to conduct data and information research, analysis, and interpretation to produce clearly presented reports and recommendations for key stakeholders	✓		T
Negotiating skills and ability to implement changes.		✓	I
Strong organisational/time management skills, with the ability to work under pressure	✓		I
Qualifications	Essential	Desirable	Assessed
Relevant qualifications in environmental science, energy management, sustainability, or a related field	✓		C
Relevant professional membership e.g., CIBSE, Energy Institute		✓	C

A – Application form / CV

I – Interview

T – Test

C - Certificate