

Kent County Council

Job Description: *Senior Carbon Options and Land Use Officer*

Directorate:	Growth, Environment and Transport
Unit/Section:	Environment and Circular Economy
Grade:	KR10
Responsible to:	Energy and Climate Change Officer

Purpose of the Job:

Develop, support, monitor and review the implementation of the Council's carbon options and land use policy to ensure the most sustainable use of the KCC estate is deployed at all times. Underpinned by the Kent Environment Strategy develop the organisational approach to carbon offsetting in co-ordination with internal and external stakeholders and the associated requirements of the Kent Net Zero 2050 target. Provide extensive specialist advice, support and expertise to Senior Managers and Members to ensure that project implementation is targeted, co-ordinated and delivers best value for money in line with budgets and timescales. Supporting the creation of funding models and bids that enable the action required.

Main duties and responsibilities:

1. Develop, support and manage a range of carbon options and land use projects across the Council's estate at all stages of the project cycle, including pre-assessment, business case development, project initiation, planning, management of project dependencies, development of sustainability plan, assisting in the project closure and lessons learned report
2. Lead the work plans and priorities of the Carbon Options staff team overseeing their delivery plans and outputs to ensure that services are proactively and collaboratively delivered on behalf of the Council and relevant partners.
3. Monitor and evaluate the progress of the project, identifying any scope for improvement to current projects or any problems or constraints as determined by legislation, national and local policy and initiatives, in order to develop project proposals and business cases which support agreed and changing objectives.
4. Monitor and undertake any relevant commissioning activity, as agreed with senior managers, in order to ensure that overall project objectives are met.
5. Maintain regular and effective communication with stakeholders, including recommendations and reports on projects to ensure that informed decision-making takes place.

6. Develop specialist knowledge of project management techniques, relevant services and initiatives related to the projects to enable informed decision-making throughout the various stages of the project and to ensure effective briefing to all stakeholders.
7. Provide support to the Programme Manager/Project Sponsor in the planning and monitoring of project budgets to ensure tight financial control and the effective use of resources including where appropriate supporting bids for external funding.
8. Develop and implement contingency plans so that any services affected by the project can continue to be provided if the original plan does not meet particular timescales.
9. Promote the project within KCC at a strategic level to ensure full user and stakeholder participation in the development of appropriate initiatives.
10. Develop, maintain and analyse monitoring and audit information for all stages of the project, to ensure that all relevant standards are met.
11. Carry out any other duties as might be required commensurate with the responsibility and grading of the post.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: *Senior Carbon Options and Land Use Officer*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• NVQ 4/5 level qualification in relevant field or equivalent knowledge/professional experience.• A recognised Project Management qualification or willingness to work towards one
EXPERIENCE	<ul style="list-style-type: none">• Substantial project Management experience in a relevant field• Experience of joint working and working with partnerships at a local, regional or national level• Managing budgets and forecasting• Direct experience of work involving analysis or review in a range of settings, including the development of business cases, funding bids and economic appraisals• Previous experience of presenting reports and participating in meetings with elected Members and Senior Officers• Implementing carbon options projects or pilots• Supporting, managing and developing staff in a team leader capacity
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent communication skills (both verbal and written) to communicate with people at all levels• Excellent presentation and negotiation skills• Ability to think creatively and strategically• Ability to manage and deliver change appropriately• Ability to build relationships across organisational and professional boundaries and to work collaboratively with varied stakeholders• Ability to analyse and interpret complex data• Ability to write and develop business cases, funding bids and economic appraisals• High level of political and organisational skills – tact and diplomacy• Ability to challenge accepted ways of working• Excellent organisational and co-ordination skills• Ability to meet strict deadlines and targets• Ability to effectively plan and implement projects• Project initiation, implementation and evaluation skills
KNOWLEDGE	<ul style="list-style-type: none">• Good understanding of carbon capture and storage, carbon credits, carbon trading and carbon offsetting principles and practises• Awareness of national legislation and good practice in climate change and sustainability with awareness of the requirements of biodiversity net gain and nutrient neutrality and how this might affect land use options

	<ul style="list-style-type: none"> • Awareness of land use planning principles and methods of land suitability evaluation techniques • Up-to-date knowledge of research and policy developments which impact on the project areas • Awareness and responsiveness to political issues • Knowledge and understanding of budgetary and financial procedures including external funding mechanisms
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks Curious - constantly learning and evolving Compassionate and Inclusive - compassionate, understanding and respectful to all Working Together - building and delivering for the best interests of Kent Empowering - our people take accountability for their decisions and actions Externally Focused - residents, families and communities at the heart of decision making</p> <p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>