

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Strategic Environmental Advisor	JEID	R0351
Salary Grade:	Grade N		
Team:	Resources Governance & Policy		
Service Area:	Strategic Assets / Strategy Policy and Performance		
Primary Location:	Shire Hall		
Political Restriction	This position is not politically restricted.		
Responsible to:	Commissioner Energy and Environment Tier 4b –		
Responsible for:	Environmental management of Warwickshire County Council (WCC)		

#### Role Purpose

You will be the environmental lead for Warwickshire County Council (WCC), ensuring that all statutory and compliance obligations are met.

You will ensure WCC has a robust environmental management system in place and will manage its certification to BS EN14001, which seeks to minimise and mitigate the adverse impacts of the County's activities on the environment.

In addition you will identify how the Council responds to new and emerging environmental challenges and opportunities, aligning environmental initiatives to the Council's Climate Change Emergency and Zero Carbon targets

You will develop and maintain good working relationships with our range of key stakeholders including; Councillors Senior Leadership, statutory partners, service providers, voluntary sector and customers.

#### Role Responsibilities

Be responsible for the WCC Environmental Management System (covering all Council activities) and maintain its certification to BS EN ISO14001

Influence senior leaders across the council to raise awareness of environmental issues

Develop environmental initiatives to support the Council's Climate Change ambitions and Net Zero targets

Lead on development and implementation of the WCC Environment Policy, strategy and procedures  
Identify and manage the strategic and legal environmental compliance obligations of WCC  
Ensure that an up to date compliance register of environmental legislation is maintained with actions to avoid non compliance

Be responsible for the identification of environmental risks (aspects and impacts) and maintain an environmental risk register (aspects and impacts) for the Authority,  
Establishing effective governance and controls (inc onsite operational controls) to manage and (where practicable and feasible) reduce the Authority's significant environmental risks, providing guidance in the implementation of such environmental controls where appropriate

Be responsible for the development and delivery of an effective environmental audit programme for WCC, identifying non compliance, making recommendations and influencing closeout of actions across all Directorates of WCC.

Lead on effective monitoring and measurement of performance, inc setting management plans with senior leaders

Liaise with Senior Leadership and Cabinet to make regular recommendations and report on progress of the council's environmental management system

Lead on the provision of environmental training and awareness for internal stakeholders and where applicable, others working on behalf of the organisation, improving a culture of environmental awareness

Develop a robust network of internal stakeholders to gain knowledge and raise environmental awareness of issues across WCC, inc chairing Environmental Forums

Respond to environmental queries, providing advice on legislation, new environmental challenges, new operations and projects to internal and external stakeholders, inc Councillors and Senior Leaders

Maintaining an understanding and awareness of upcoming internal programmes, projects and service delivery function changes that have an impact on the environment and support these areas making recommendations, aligned to legislation and other guidance that helps to support the mitigation of environmental risk.

Liaise with external bodies regarding environmental consents and permits relating to the Authority's activities.

Oversee collection of robust environmental data in line with legal and internal requirements and government requests (eg waste data, incident reporting and regularly report on progress

Lead on various council environmental initiatives and programmes, eg Switch and Save and Solar Together Warwickshire, Support the Green Shoots programme

Develop a network of contacts with other Authorities and local businesses to raise awareness of and support local environmental issues

Identify routes for generating income, eg Training offer

Manage delegated Environment Budget - approx 10k p/a

Carrying out duties in accordance with the Council's Information Security Standards and Human Resource Policies; compliance with the Data Protection Act, Freedom of Information Act and any other relevant legislation that directly affects service deliver

Maintain awareness of current and developing trends (statutory or otherwise) in the functions under the post-holder's control to ensure the implementation of such matters into the business planning and environmental performance management framework

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Assessed By:



### Essential Criteria

Educated to Degree level in relevant Environmental Science subject or equivalent	A, D
Professionally registered to an environmental body (eg IEMA) Chartered Environmentalist (or working towards CEnv qualification)	A, D
Recognised ISO14001 internal Auditor qualification	A, D
5 years experience of implementing Environmental Management Systems	A
Minimum 3 years experience in implementing effective Environmental Management System controls	A, I
Budget management experience	A, I
Able to communicate effectively with a wide range of stakeholders with strong written and verbal communication skills	A, I
Be proficient in the use of IT software e.g. Microsoft Office, email, plus the capability and willingness to use how to use software/databases associated with this role	A, I
Experience in delivering of environmental training	A, I
Experienced in developing action plans aligned to the implementation of environmental controls.	A, I
Be persuasive when presenting arguments or thoughts	A, I
Ability to summarise and communicate complex technical information	A, I
Good organisational and time management	A, I
Have an attention to detail	A, I
Ability to travel county-wide for site surveys (including access to potentially difficult locations) and for meetings with suppliers, financiers and independent specialists	A

### Desirable Criteria

Assessed By:


## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore

not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

CHECK HERE

<input type="checkbox"/>		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input checked="" type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input checked="" type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input checked="" type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input checked="" type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input checked="" type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input type="checkbox"/>	Face-to-face contact with members of the public
Other (please specify):			