

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	MO236
Salary Grade:	Grade N		
Team:	Resources Enabling Services		
Service Area:	Strategic Assets / Strategy Policy, Performance Team		
Primary Location:	Shire Hall		
Political Restriction	This position is not politically restricted.		
Responsible to:	Tier 4b – Environmental & Energy Lead		
Responsible for:	Supporting the Implementation of Environmental and Energy Strategies and Policies aligned to the Climate Change initiative, Statutory legislation and best practice guidance.		

Role Purpose

You will be the Environmental Lead that will ensure Warwickshire County Council has a robust environmental management system which addresses all its statutory and compliance obligations aligned to BS EN ISO 14001 and to minimise the adverse effects of the County's activities on the environment.

In addition you will support in shaping how the Council responds to new and emerging environmental/energy challenges and opportunities.

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

Role Responsibilities

Developing, and implementing WCC's Environmental and Energy Strategies & Policies.

Align Environmental initiatives to the Council's Climate Change Emergency Declaration, Sustainable Futures Strategy and Zero Carbon targets.

Developing, monitoring and improving the Environmental Management System to ensure that it is compliant with BS EN ISO 14001.

Manage the contract for provision for ISO 14001 certification.

Facilitate and participate in internal and external ISO14001 Audits, act on recommendations and report to Senior Management

Establishing effective governance and controls aligned to Environmental legislation and ISO 14001 Standard compliance across the Council.

Maintain the Council's environmental compliance register.

Establish effective environmental operational controls to ensure legal compliance.

Establish effective internal audit programmes to monitor and measure environmental controls.

Maintaining an understanding and awareness of internal programmes, projects and service delivery functions that have an impact on the environment and make recommendations, aligned to legislation and other guidance that helps to support the mitigation of that risk.

Develop and maintain appropriate risk and action logs and align to key performance measures.

Develop and maintain workable environmental procedures and monitor adherence.

Chair Environmental and other forums and reviews.

Collate information to produce accurate reports on environmental performance, including the annual environmental management review.

Maintain aspects/risk registers, identify controls to manage and (where practicable and feasible) reduce the Authority's significant environmental/energy risks, providing guidance on the implementation of such controls where appropriate.

Lead on the provision of information, training and instruction to all staff developing and improving a culture of environmental awareness, and where applicable others working on behalf of the organisation.

Collect, analyse and report data annually in line with Government requirements and requests.

Manage and coordinate data collection and reporting against performance KBMs, KPIs and relevant Objectives & Targets.

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

Support the development of environmental management plans, pollution incident response plans and incident response arrangements.

Support the development of environmental risk assessments for major Council procurements.

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 delivery.

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).

Essential Criteria

Assessed By:

Educated to Degree level in relevant Environmental Science subject or equivalent professionally registered with IEMA, NEBOSH	A, D
Recognised ISO14001 internal Auditor qualification	A, D
Experience and awareness of implementing Quality Management Systems	A, I
Minimum 3 years experience in implementing effective Environmental Management System controls	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 procedures	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:

Project Management Qualification (Prince 2)	A, I

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.	
<input 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 type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input 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 type="checkbox"/> Regular work outdoors
<input 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 type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input 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
<input type="checkbox"/> Other (please specify):	