

Job Description

For Apprenticeship 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:	Climate Change and Sustainability Degree Apprentice	JEID	X0002
Salary Grade:	Scale E		
Team:	Strategic Infrastructure & Climate Change		
Service Area:	Communities		
Primary Location:	Shire Hall		
Political Restriction	This position is not politically restricted.		
Responsible to:	Professional Lead - Climate Change and Sustainability		
Responsible for:	N/A		

Role Purpose

As a Degree Apprentice within the Climate Change and Sustainability team, you will play a crucial role in supporting Warwickshire's efforts to address climate change and promote sustainable practices. While studying for your degree you will provide vital support to the team across a range of tasks that will vary from project support, research and data collection/analysis, working across the organisation and with partners as well as supporting with administrative tasks linked to the Sustainable Futures programme.

The ambitions of the Sustainable Futures Programme are to deliver a Net Zero Council by 2030, a Net Zero county by 2050 alongside ensuring we adapt as both an organisation and a county to cope with climate changes as they occur. This means that no two days are likely to be the same and the post holder must be comfortable working within a dynamic environment.

This apprenticeship offers a unique opportunity to gain hands-on experience while pursuing a degree, combining academic learning with practical work to develop your skills and knowledge in this vital field.

The skills, knowledge and behaviours developed in this post will enable the post-holder to complete the Level 6 Environmental Practitioner apprenticeship aligned to this role.

Role Responsibilities

- Provide overarching support at programme and project level for various sustainability projects, across transport, built environment/energy, resources/waste, communities/economy and natural capital themes. This will include working with others to determine progress against programme and project criteria and other administrative duties such as scheduling meetings, maintaining records, and managing communications.
- Plan, manage and report on tasks and projects (which might include resources, financial controls and budgets) to deliver quality assured outputs on time, to company policies and practices, to client and industry specifications, standards and guidance
- Engage and communicate with a range of individuals, teams, partners and community organisations to support change, communicating scientific and technical information in an appropriate form, for example, via reports, workshops, training, educational events and public consultations.
- Create, plan, and coordinate the timely delivery of highly complex technical input, advice and guidance, identifying and addressing issues that arise, and refining the approach to be taken, to environmental projects
- Initiate and lead the collection, analysis and interpretation of environmental information and data (primary and secondary) to inform, identify and decide what environmental assessments are required, and/or to seek further clarification on the environmental issues raised
- Initiate, design, and lead environment-related desk-based research, appraise, interpret and evaluate results and apply the outcomes to determine environmental issues, risks or adverse effects on the environment and refine and adapt the solutions produced to projects, developments or site works
- Prepare, produce, and present documentation, recommendations, and legally compliant advice, including designs, models, calculations, reports and drawings, site surveys, to enable decision making in accordance with relevant strategy, policy, legal requirements, codes of practice and funding requirements
- Initiate, undertake and lead safe field inspections to collect, analyse, interpret and monitor data using relevant and appropriate measurement techniques that support the delivery and refinement of environmental solutions
- Evaluate the effectiveness of data analysis, research and field measurements, to ensure the validity, quality and significance of that evaluation when considering proposed, or refinements to, environmental solutions
- Design and develop safe and sustainable environmental solutions using applicable analysis, modelling and digital techniques, tests, and relevant codes and regulations, to solve environmental problems and mitigate adverse environmental effects
- Support the organisation to conduct activities in an environmentally appropriate manner, by interpreting and applying regulatory and policy requirements appropriately to proposed projects and developments, ensuring compliance with environmental, quality systems, health and safety and risk management procedures
- Provide professional guidance to colleagues, clients, and other stakeholders (technical and non-technical), having regard for sustainable approaches and solutions, and the communication methods to be used
- Work with and coordinate others in the wider team and with key stakeholders to develop effective mitigation methods, modified proposals, development or monitoring commitments for mitigation and follow up
- Approach, engage, interpret and consolidate feedback and advice from statutory consultees and colleagues, taking care to understand and act appropriately on the different perspectives and approaches presented by others

- Recognise where specialist technical input is required, seek this appropriately and review contributions made by specialists to ensure compliance with relevant environmental policies and regulations
- Build networks and support those within and external to the organisation, and the broader profession
- Manage own professional development, keeping up to date with technical knowledge and skills, and recording these through CPD records

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:
The ability to communicate with other people confidently and coherently, in person and/or in writing	A, I, P
Familiarity with standard IT software such as Microsoft Office and email	A, I
The ability to organise own workload and meet deadlines	A, I
A willingness to learn new knowledge and skills	A, I
A positive attitude towards working in a team and/or with customers	A, I
The ability to organise own travel requirements to attend work settings as and when required	A, I
A minimum of five GCSEs at grade 9 – 4 / A* - C including English and Maths	A, D
Either attained, or expect to attain one of the following: - 3 A-levels or equivalent relevant Level 3 qualifications (equivalent to 112 UCAS tariff points / BBC) - relevant Level 3 Technician Apprenticeship.	A, D
A strong interest in climate change and sustainability, with a passion for making a positive impact on the environment.	A, I, P
The ability to work with numerical information and data	T

Desirable Criteria

	Assessed By:
Any previous work experience in a related field and/or office environment	A, I
Evidence of self-development, for example participation in extra-curricular activities such as Duke of Edinburgh Award, the Cadets, National Citizenship Service, or charity work	A, I
Knowledge of and interest in working for Warwickshire County Council and/or public services	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 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 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):	