

JOB DESCRIPTION

JOB TITLE:	Environmental Officer
GRADE:	7A
REPORTING TO:	Environmental Manager
RESPONSIBLE FOR:	No Direct Reports

ROLE SUMMARY

The Environmental Officer will support the Environmental Manager in the delivery of managing believe housing's environmental plans to reduce energy and carbon. The postholder will work closely with all service areas across the business to deliver on our environmental agenda.

MAIN DUTIES AND RESPONSIBILITIES

Specific objectives and deliverables will be agreed upon as part of your review process, the points below are a summary of your main duties and responsibilities.

- Support in the development and delivery of the green plan to reduce energy consumption and carbon emissions throughout believe housing's asset portfolio and business activities.
- Create projects from the green action plan to ensure the green plan is delivered involving various stakeholders internally and externally, ensuring that set targets are delivered.
- Lead on the monitoring of targets in relation to the green plan actions for other stakeholders to report progress.
- Lead and be the ambassador for driving forward believe housing to be at the forefront of the environmental agenda, embedding an environment friendly culture in reducing energy and carbon across the business.
- Lead on research, investigate and evaluate, and make recommendations for grant funding opportunities which will support the delivery of environmental projects.
- Lead on identifying educational, training, or other development opportunities for the environmental agenda for all relevant stakeholders, and where required help support the delivery of those.

- Support the carbon footprint calculation process, to include the capture, recording and measurement of all emission sources within believe housing's carbon footprint process.
- Develop and maintain all of the SAP property data and associated databases to ensure it is accurate, reliable and reportable upon
- Work alongside managers to ensure that our data (such as RdSAP) is correct and up to date to inform future programmes of work which is aligned with our investment and business plan.
- Develop and build beneficial relationships with external stakeholders, such as local authority regulatory authorities and environmental specialists to support the development of believe housing's green plan.
- Stay up to date with current environmental and carbon legislation in addition to awareness of the developing climate change agenda and their relevance to the work of the Environmental Team
- Conduct desktop research, analyse findings and recommend proposals for future projects in-line with changes of Government Policy and funding opportunities for inclusion in papers and reports.
- Support in the preparation and input of environmental accreditations.
- Carry out environmental audits on new build properties and environmental projects to ensure measures have been implemented to support believe in achieving environmental accreditations.
- Your duties may vary from time to time within the broad remit of your role and grade. You are required to undertake any such reasonable and appropriate duties. The nature of the post may require commitment outside of normal office hours, including working on evenings and occasionally at weekends when the needs of the Directorate require.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	NVQ level 4 or equivalent or equivalent or at least two years' experience in a similar role.	<ul style="list-style-type: none"> • NHER Assessor or equivalent or working towards. • Evidence of further Continued Professional Development
Experience	<ul style="list-style-type: none"> • Experience in the delivery of an environmental agenda • Ability to manage the successful delivery of operational projects • Experience of analysing and interpreting data • Experience of researching, evaluating and making recommendations. • Experience within a similar role. 	<ul style="list-style-type: none"> • Experience of working with a cross section of teams and partners • Working with a variety of stakeholders to develop and agree solutions. • Working with GIS mapping.
Skills/knowledge	<ul style="list-style-type: none"> • Knowledge of environmental legislation and good practice. • Strong interpersonal skills, including being able to influence, persuade and present • Has a passion for environmental science and is committed, enthusiastic and looking to innovate in this field • Good organisational skills and ability to produce quality work to tight deadlines • A good understanding and use of IT packages e.g. spreadsheets, databases, word processing applications and stock condition databases. • Ability to network and form working relationships. • Must hold a current driving licence and access to a vehicle. 	