



Bannau Brycheiniog

POWYS PSB CLIMATE POLICY OFFICER

GRADE 8 £32,020 - £34,723

FIXED TERM CONTRACT- 31ST DECEMBER 2024

37 HOURS PER WEEK

CLOSING DATE: 22ND NOVEMBER 2023

INTERVIEW DATE: 4TH DECEMBER 2023



**BGC
Powys**
Bwrdd Gwasanaethau
Cyhoeddus



**PSB
Powys**
Public Service
Board

POWYS PSB CLIMATE POLICY OFFICER

JOB DESCRIPTION

Post Designation: Powys Public Services Board Climate Policy Officer Hosted by BBNPA

Grade: 8

Accountable to: Powys PSB Climate Working Group Convenor

Department: BBNPA Policy Team

Location: BBNPA HQ

Duration: 11 month contract, 37 hrs per week, with potential to extend

Job Purpose:

To play a leading role in the development of a holistic Powys Climate Action Plan. To lead the gathering and interpretation of data and analysis for the Action Plan, working with a range of technical experts, public sector partners, community stakeholders and businesses. To raise further funding to deliver projects in the Action Plan and to support the continuity of the post.



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MAIN DUTIES

1. Work with technical experts, PSB members, and stakeholders to collect, interpret and present data and provide policy advice in relation to:

- Carbon footprint analysis
- Setting a Science Based Target.
- Developing a decarbonisation action plan.
- Developing a risk and vulnerability assessment (people and nature)
- Developing a climate adaptation and resilience plan.
- Carbon sequestration mapping.
- Developing a carbon sequestration opportunity plan.

2. Contribute to the development, commissioning and implementation of feasibility studies to support the development of Powys Climate Action Plan.

3. Contribute to stakeholder engagement events including presenting information and analysis to inform evidence gathering.

4. Present to Public Services Board and Climate Working Group meetings and wider stakeholders as needed including presenting technical information to non-expert audiences.

5. Attend community and stakeholder meetings, sometimes outside normal office hours.

6. Raise further funding to deliver projects in the Powys Climate Action Plan and to support the continuity of the post.

7. Undertake such work as may be determined by the the PSB Climate Convenor from time to time, up to or at a level consistent with the Key Responsibilities of the job.

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PERSON SPECIFICATION

Essential Criteria

Educated to degree level or above in a relevant climate, nature or policy field

At least 2 years' experience in climate or nature-related policy, and of compliance with relevant legislative requirements

Experience in contributing to drafting climate or other action plans aligned with a set of goals and policies

Ability to assemble, analyse, review and interpret complex information from a range of technical and non-technical sources, and to make substantiated recommendations and solve problems

Ability to work with a range of stakeholders including technical experts, other public sector organisations – officers and members, local communities, businesses and other relevant organisations

Excellent written and oral communication skills

Excellent IT skills in the full range of MS, social media and other business packages

Full driving licence

Good understanding of UK and Welsh Government policy, and emerging best practice in relation to decarbonisation, adaptation and carbon sequestration

Well-being of Future Generations Act goals and ways of working

A commitment to the principles, ways of working and goals of the Well-being of Future Generations Act

Excellent communication and negotiation skills and an ability to influence outcomes, with reasoning, persuasion and tact

Self-confident and personable communication style

Highly organised, with the ability to work effectively under pressure, prioritise and meet deadlines

Proactive, flexible and adaptable

A team player, who has a can-do attitude and is enthusiastic and passionate about delivering outcomes

Able to attend occasional evening meetings and work outside standard office hours

Welsh Language Level 0

Desirable Criteria

Development of successful grant funding applications for environmental projects

An awareness and understanding of Public Services Boards

Welsh Language Level 1

Note on Welsh Language Requirement

Please note: If you do not meet the Welsh language Requirements specified, then the Authority offers a variety of learning options and staff support to help you meet these requirements during your employment with us.

ADDITIONAL INFORMATION

Annual leave entitlement

23 days per annum plus 8 public holidays and 2 extra statutory days, pro rata. Leave entitlement rises annually to 26 days per annum after 5 years' service. If you transfer from the service of an outside Authority to the Brecon Beacons National Park Authority, you are able to bring with you your accrued leave entitlement (accrued due to length of service) up to a maximum of 25 days.

Pension

The pension scheme in place is a standard Local Government one; the employee contributes 5.5% (up to £16,500) which rises to 5.8% (£16,501) of their contractual hours worked and the employer currently contributes 20.9 %.

Location

The position will be based in the National Park Headquarters in Brecon.

EEA and Swiss nationals who are NOT eligible to apply for a right to work in the UK under the EU Settlement Scheme must have some other form of immigration permission entitling them to work from 1 January 2021 onwards.

Applications must be received by 11.00 a.m. on the morning of 22nd November 2023. Unfortunately, late applications will not be considered.

Would candidates please note that it is not the practice of the National Park Authority to acknowledge applications, nor to inform candidates of the outcome of their applications. Please assume that if you receive no further communication, your application has been unsuccessful.

If you have a disability, please indicate this to us in a covering letter. Should you meet the essential criteria and be called to interview, please let us know of any special requirements needed.

Applications are welcomed and accommodated in either Welsh or English. An application submitted in Welsh will not be treated less favourably than an application submitted in English. We would be grateful if you could state in your application form if you wish to conduct your interview and assessment in Welsh or English. Should you be successful to the interview stage and wish to conduct your interview through the medium of Welsh, we will provide a simultaneous translation service for the benefit of non-Welsh speaking members of the panel.

Please note that all application forms and supporting information will be securely retained for six months and we may contact you should a suitable vacancy arise. After six months all application forms and supporting information will be destroyed. Should you object to your information being retained, please could you let us know and we will destroy your application form after the outcome of the recruitment process.

Where candidates are invited to interview, it is the Policy of the Authority to contact referees at that stage. Please could you identify any problems this may cause on your application form under the relevant section. Please note that when completing your application form you must be able to demonstrate how you meet the essential criteria set out in the person specification relevant to this post. You should also demonstrate how you meet the desirable criteria set out in the person specification, but do not be deterred from applying if you do not meet all of the desirable criteria.