

- 1. Title of Post:** Sustainability Officer (Fixed term Secondment)
- 2. Post No:** 503924
- 3. Grade:** 13
- 4. Responsible to:** Property Strategy Manager
- 5. Responsible for:** No line management responsibilities
- 6. Job Summary:** To work with the Head of Finance, Procurement & Property, the Property Service Manager and other colleagues, partner organisations and community groups on the development, delivery and promotion of the Authority's Strategic Plan, strategies and associated work concerning carbon reduction, biodiversity, climate change mitigation and adaptation as well as other sustainability projects.
- 7. Main Activities:**
 - 1) To develop, implement and promote the Service's internal and external responses to carbon reduction, climate change mitigation and adaptation, biodiversity, as well as other aspects of sustainability.
 - 2) Provide professional and technical advice on environmental management and best practice to the Service, colleagues, partners and the community on a wide range of issues relating to contemporary approaches to climate change, sustainability and the environment.
 - 3) Advise members and colleagues, and in particular the Fire and Rescue Authority Members and the Senior Management Team on developing and implementing its approach to sustainability and related matters.
 - 4) Devise and implement awareness and engagement campaigns, working with communications colleagues to publicise the Service's aims, initiatives and achievements through a wide range of communications media and channels.
 - 5) Design and deliver a range of relevant presentations, training sessions and seminars to educate and promote actions across the Service and in the wider community to address the climate change emergency and other related issues.
 - 6) Plan and undertake research (including data gathering and analysis), reports and literature to assist the Service to understand the issues of climate change and sustainability and to encourage them to take action to strengthen performance.
 - 7) Plan and undertake projects to deliver the Authority's strategic themes to address climate change and related environmental and sustainability issues, working with internal and external colleagues and organisations as appropriate.

- 8) Represent the Service as required at internal and external meetings and partnerships to promote the Service's work on sustainability and sound environmental management.
- 9) Work closely with the Head of Finance, Procurement and Property to identify relevant funding programmes and lead on or contribute to bids with analysis and data where appropriate.
- 10) Work with colleagues to develop an appropriate monitoring and reporting framework for climate change and sustainability related activity.
- 11) Work with a range of external partners, to increase the effectiveness of their climate change related activities, considering options to share resources and optimise the return on investment where possible.
- 12) To abide by the Service's Equal Opportunities Policy Statement which makes South Wales.
- 13) To act in accordance with the Service's health and safety policy to take reasonable care for your own health and safety and that of others who may be affected by your work activity.
- 14) To undertake such other activities as may be decided by the Service, the Head of Service or line management commensurate with the level of the post.