

**ROYAL BOROUGH OF GREENWICH**

**JOB DESCRIPTION**

**DEPARTMENT:** Communities, Environment and Central  
**POSTHOLDER:**

**SECTION:** Transportation

**GRADE:** PO5

**POST DESIGNATION (TITLE):** Principal Sustainability Officer

**Purpose of Job:**

To manage a team developing policies and projects to promote the Council's Our Greenwich corporate approach to sustainability. To plan and oversee the delivery of the Carbon Neutral Plan (CNP) including its strategic framework, performance reporting and stakeholder engagement. To support wider Council services with expertise where needed.

Manages up to 3 directly managed staff.

**Main Duties:**

- 1) Support the Head of Sustainability in leading on the Council's Our Greenwich's Mission 10: Greenwich plays an active role in tackling the climate crisis and improving environmental sustainability, in line with our commitment of being carbon neutral by 2030
- 2) Lead on the assessment of performance of the Council's CNP including the monitoring and review of the Council's strategy and action plan, ensuring the programme is developed and delivered to meet corporate targets and objectives and refreshed where appropriate.
- 3) Prepare a robust scope 1,2 and 3 operational and borough emissions reporting with compliant governance processes. Oversee the development of management and reporting procedures to ensure full compliance with any guidelines or regulations is available to the Council.
- 4) Performance manage, supervise, and develop team members and any other staff allocated from time to time.
- 5) Support and where necessary oversee the work of staff across the Council and / or external partners when working with the team on sustainability issues.
- 6) Manage and monitor budgets allocated to the CNP's delivery that fall within the responsibility of the Sustainability team and for any other financial resources allocated to the team complying with Council policy, legislation and best practice.

- 7) Manage tendering and contract procedures, advise and agree the appointment of consultants and give clear and detailed instructions to consultants.
- 8) Write and present specialist sustainability reports to appropriate council bodies, including Cabinet, Leader, scrutiny bodies and GMT. Analyse emerging sustainability policy issues and prepare or direct the preparation of briefing papers.
- 9) Provide advice and commentary on sustainability issues and / or considerations throughout the planning and development application processes.
- 10) Maintain an excellent knowledge of best practice in relation to sustainability including heat network development and legislation, energy master planning and built environment solutions.
- 11) Support the Head of Sustainability in convening the engagement with the community
- 12) Liaise with local public and private sector partners, outside agencies, government departments and other national bodies relevant to the work of the sustainability team.
- 13) Support the Head of Sustainability on the communications strategy for the CNP, ensuring a corporate approach to internal and external publicity, including through Greenwich Time, trade journals, Talk Greenwich and the Council's website.
- 14) Where required, identify, manage and participate in projects that focus on short-, medium- and longer-term objectives to improve environmental performance and promoting sustainable outcomes, organising and coordinating meetings and project groups, where appropriate, to develop projects or consult stakeholders.
- 15) Prepare consultation responses on behalf of the Council in respect of consultations on climate change and other sustainability issues.
- 16) Identify and maximise funding opportunities and develop and submit bids that relate to sustainability, including supporting applications made by other services.
- 17) Oversee and contribute to the development and servicing of internal and external forums raising the profile of sustainability within the Council and Borough and identifying and implementing good practice on sustainability.
- 18) Provide or direct specialist advice on sustainability issues to elected members and colleagues across the Council's services and also to partners in the community.

**Other Duties:**

- 19) Attend Council committees, internal and external meetings and provide advice and presentations as required.
- 20) To undertake any other work appropriate to the level and general nature of the post's duties.
- 21) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.

- 22) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities, Anti-poverty and Customer Care policies.
- 23) To perform all duties in line with Council's staff values showing commitment to improving residents' lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 24) To ensure that appropriate levels of emergency planning and business continuity management preparedness are in place for the service, and that your teams are appropriately briefed on their roles in an emergency."
- 25) To be responsible for undertaking employee investigations, hearings and appeals in line with the RBG policies and procedures.
- 26) Responsible for providing mentoring opportunities to junior staff (e.g. graduates, apprentices etc.)
- 27) This post does not require a DBS.
- 28) To undertake supervision/management of staff as and when required.
- 29) You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.
- 30) Designation of the Post to which the post-Holder normally reports to the Head of Service or Assistant Director of Transportation & Sustainability.