



Role Profile	
Career family	Place, Public Protection and Regulatory
Professional pathway	Environment and Climate Action
Career family level	Advanced / Senior Officer (Tier 7a)
Associated job summary overviews	Circular Economy Projects Officer Climate Outreach Officer Corporate Climate Officer Historic Ridgeway Project Manager Historic Ridgeway Volunteer Coordinator Lower Windrush Valley Project Manager Senior Biodiversity Officer Senior Officer Countryside Delivery Senior Officer Public Path Orders Senior Public Rights of Way Officer Senior Public Rights of Way Records Office Senior Tree Officer
Grade / Grade range	Grade 11– 12
Reference number	ROP-ENV-2025-7A

Purpose

Deliver high-quality services by managing a range of complex issues, enquiries and communications driving service and environmental improvements internally and externally. Provide highly technical and/or professional advice in specific area of expertise, developing policy and strategy and contributing to delivery. Apply specialist knowledge and methods independently, dealing with complex matters, using sound experience and knowledge to provide responses, assess and resolve issues in line with procedures and guidelines. Mentoring colleagues, enhancing team capability and contributing to a culture of continuous improvement and safety. Develop and deliver projects and policies and analyse environmental data to inform policy decisions. Work with external partners and stakeholders to deliver environmental improvements. Procure, manage and monitor contracts where appropriate for the role. Roles in this professional pathway include a range of activity either solely or in combination;

- Develop and implement policy and strategy
- Service design and operational delivery
- Direct delivery of physical activity work

Corporate accountabilities

- Be technically sound and proficient in an area of specialism by keeping up to date with latest updates, industry best practice and improvements ensuring you can drive continual improvements



- Demonstrate professionalism at all times and embrace matrix working with colleagues and partners, removing silos
- Take responsibility for professional growth by seeking and acting on feedback
- Provide team members with feedback and coaching, and share best practices
- Collaborate with managers to mitigate risks and meet business goals on time and within budget
- Prevent or mitigate risks, including risks to health and wellbeing
- Be innovative - and implement changes
- Communicate clearly and effectively with a wide range of colleagues and customers
- Provide complex information and respond to queries, including queries from other team members.
- Influence and negotiate with stakeholders to achieve desired outcomes
- Act as an Equality, Diversity and Inclusion (EDI) role model, taking responsibility for learning about EDI and promoting an inclusive working environment.
- Seek to enhance the health and wellbeing of yourself and others
- Support improved environmental performance within your team by being conscious of the impact of activities on the environment and climate.
- Adhere to contract management guidance and financial policies, procedures and timelines to ensure the Council's contracts are administered effectively so that transactions, contract changes, and essential financial and performance information is recorded completely, accurately, and promptly.

Professional pathway accountabilities

- Utilise significant environmental knowledge to advise the organisation, deliver services or develop policy.
- Supporting Team Leaders and Technical leads in a range of activities to ensure timely and effective delivery of services.
- Developing, managing and leading projects independently.
- Providing training, support and informal supervision to more junior colleagues.
- Analysing data and making recommendations.
- Supporting the development of policies, frameworks, strategies and procedures.
- Analysing data to inform policy decisions.

Essential skills, knowledge and experience required

Relevant qualifications or equivalent experience

Significant previous experience in similar area of work

Experienced in leading projects

Proficient in evidence-driven decision-making

Effective verbal and written communication skills including report writing



Significant experience in handling complex enquiries and providing professional guidance

Proficient in IT Systems

Problem solving skills

Understanding of budget management

Values and behaviours

Our organisational values underpin everything we do and say. In short: our values describe 'the way we do things here'. They are:

- **Always learning**
- **Be kind and caring**
- **Equality and integrity**
- **Take responsibility**
- **Daring to do it differently**

Accessibility

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