**Job description**

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| **Job title: Principal Carbon Neutral Data Specialist** |



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| **Directorate: Growth and City Development** **Division: Carbon Reduction, Energy and Sustainability****Grade: H****Post reference number:**  |
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| **1 Job purpose**To make a significant contribution to the Council’s delivery of its key policy to become carbon neutral and environmentally sustainable by:i. Leading the development of data analysis and insight for energy, climate change and other sustainable development policies, strategies and targets ii. Advising and supporting senior Council managers, councillors and external organisations upon climate change and other related sustainability initiatives and policies, and support the integration of sustainable principles and practices within Council services and through partnership-focused initiatives.iii. Supporting the delivery of the Council Plan objective of achieving a Carbon Neutral City by 2028, assisting the Carbon Neutral Policy Manager and Carbon Neutral Implementation Group with technical guidance on carbon management through data insight and analysis. |
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| **2 Principal duties and responsibilities** |
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| The role has two discrete elements; a generic element supporting organisational wide improvement and delivery; and a specialist element which involves the application of a high degree of specific, technical and detailed knowledge, experience and expertise in the division’s key priority to deliver a carbon neutral sustainable city.**Generic:**1. Make a significant contribution in helping the council meet its strategic priorities, and improving outcomes for Nottingham’s citizens
2. Continually drive change and improvement through strong and focussed personal leadership, drive, commitment and innovation
3. Work effectively and collaboratively with senior leaders, colleagues and councillors, and with citizens, partners and other key stakeholders.

**Specific:**1. Make a significant contribution to the understanding, development and delivery of the Council’s carbon neutral ambition by leading the provision of data analysis and insight in this field. This will include relating to the Carbon Neutral Action Plan, NCC’s Carbon Management Plan, and other key energy and sustainability policies and strategies e.g. Energy Strategy, including use of internal performance management systems e.g. Pentana Risk and ClimateOS; and to facilitate project development and delivery.
2. Take a key role in supporting and advising senior Council managers, Councillors and external organisations with reports, briefings etc on data insight and analysis in relation to all aspects of climate change, sustainability and carbon reduction, in particular to help ensure that organisational change and actions found within the Carbon Neutral Action Plan are delivered.
3. Contribute significantly to data insight and analysis aspect of monitoring and reporting of progress against the Carbon Neutral Action Plan.
4. Lead the development and maintenance of systems for the monitoring, analysis and reporting of Council and city carbon (scope 1, 2 and 3) emissions and other carbon neutral KPIs, ensuring data quality and resolution of identified discrepancies.
5. Lead the external reporting of carbon and climate performance, including submissions to external bodies (e.g. CDP, UK100) and compilation of the annual NCC emissions footprint report; including reporting to senior management teams.
6. Lead the development and management of NCC’s Carbon Management Plan, coordinating delivery activities amongst the theme working groups, and other key stakeholders across the Council.
7. Make a key contribution to the Council’s Carbon Neutral 2028 Implementation Group by providing carbon data insight and analysis advice.
8. Support and advise other senior NCC officers and councillors on carbon management and data.
9. Proactively and collaboratively work with colleagues across NCC, and with stakeholders around Nottingham and beyond, to ensure any strategy documents are inclusive of the City’s carbon neutral ambition.
10. To identify funding opportunities to help meet ambitions on energy, fuel poverty, waste and climate change, and support the Carbon Neutral Policy Manager and the CRES divisional management team in taking advantage of those opportunities through, for example, developing funding bids.
11. Line management of the Performance and Monitoring Officer post, to continue to oversee performance and monitoring, and divisional and service planning across the CRES Division.
12. To maintain an up-to-date knowledge of approaches to energy, sustainability and climate change, provide data insight and analysis in relation to energy and carbon plans, and provide a range of timely briefings for divisional and/or directorate management teams, as required.
13. To represent the Council on sustainable development and climate change issues at a range of internal and external forums, as required, to raise the profile of the Carbon Neutral agenda.
14. Deputise for the Carbon Neutral Policy Manager as required.
15. To significantly contribute to data insight initiatives that help raise the Council’s and Nottingham’s profile as a leading city on climate change and sustainable development.
16. To collaborate and share climate change and sustainability knowledge with colleagues across the council and externally.
17. To lead on the achievement of consultancy income targets for the Carbon Neutral Policy Team, through the development and management of relevant consultancy work on carbon policy, strategy, research and data analysis.
18. Undertake the administrative and organisational tasks essential to the post, using software packages and systems and, where appropriate, developing systems that improve the efficiency of the Carbon Neutral Policy Team and delivery of its objectives.
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| **3. All staff are expected to maintain high standards of customer care in the context of the City council’s Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.** |
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| **4. All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way. All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.**  |
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| **5. This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.** |
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| **6 Numbers and grades of any staff supervised by the post holder:**1x F Grade Officer. Occasional supervision of work experience and student placements |
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| **6 Post holder’s immediate supervisor:** Carbon Neutral Policy Manager. |
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| **Prepared by/author:** **Chris Common, May 2022** |
| **Job title: Carbon Neutral Policy Manager** |
| **Note:** This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.I understand and accept the job duties and responsibilities contained in this job description.**Signature: Date:** |

**Person specification**

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| **Directorate: Growth and City Development** **Division: Carbon Reduction, Energy and Sustainability****Grade: H****Post reference number:** |
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| **Areas of** **responsibility** | **Requirements** | **Measurement** |
| **P** | **A** | **T** | **I** | **D** |
|  | Able to provide support and guidance to colleagues on carbon management, carbon data analysis and insight.  |  |  |  |  |  |
|  | Able to promote and contribute to the development of the carbon analytics function and work creatively to enhance the provision of data analysis and insight in this field.  |  |  |  |  |  |
|  | Able to communicate the importance and effectiveness of data collection, management and analysis. |  |  |  |  |  |
| **Knowledge and Technical Skills** | Extensive knowledge of climate change, energy and sustainable development policy |  |  |  |  |  |
|  | Experience utilising a wide range of data analysis tools and techniques; and data visualisation, dashboards, and reporting tools and techniques. |  |  |  |  |  |
|  | Experience in the development, use and support of a variety of systems and powerful statistical analysis and reporting tools for high level data collection, analysis and reporting. |  |  |  |  |  |
|  | A detailed understanding of data sources and systems and how these may be used to mine, interrogate and manipulate data to deliver effective data intelligence solutions. |  |  |  |  |  |
|  | Proven analytic skills in a practical application, within a climate change / energy environment. |  |  |  |  |  |
|  | Education to degree level in a related discipline  |  |  |  |  |  |
|  | Ability to work as part of a team to facilitate change according to circumstances |  |  |  |  |  |
|  | Highly IT literate and numerate, with well-developed spreadsheet skills, and proficient in the use of information technology and internet-based skills. |  |  |  |  |  |
|  | Ability to manage, rationalise and organise a large amount of information and use data intelligence to make recommendations, inform decision making, and provide insight and evidence for policy making. |  |  |  |  |  |
|  | Experience and knowledge of carbon accounting and reporting, familiar with international reporting standards including GHG Protocol reporting standards |  |  |  |  |  |
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| **P** | **A** | **T** | **I** | **D** |
| **Project Management** | Ability to plan ahead, manage projects and organise a complex workload. Able to work under pressure and meet deadlines. |  |  |  |  |  |
|  | Experience of working to targets and within a performance management framework. |  |  |  |  |  |
|  | Experience of solving practical problems with cost effective solutions |  |  |  |  |  |
|  | Ability to think creatively to identify solutions, and be innovative and imaginative. |  |  |  |  |  |
| **Communication and Teamwork** | Ability to communicate effectively with and work with a wide variety of colleagues and stakeholders, including Heads of Service and Councillors, using a range of methods including written reports, meetings and presentations.  |  |  |  |  |  |
|  | Demonstrable ability to use influencing skills through which non-expert colleagues are engaged with use of information and enabled and empowered to interact with key data.  |  |  |  |  |  |
|  | Ability to develop and maintain effective working relationships with colleagues across NCC, and in organisations in Nottingham and beyond.  |  |  |  |  |  |
|  | Ability to work on own initiative with minimum supervision within a team environment |  |  |  |  |  |
|  | Ability to use persuasion, diplomacy and negotiation to achieve results |  |  |  |  |  |
|  | Ability to translate technical language and concepts into plain English |  |  |  |  |  |
|  | Ability to write and present information clearly, accurately and succinctly |  |  |  |  |  |
| **Work to promote mutual respect and good relations** | Experience of developing positive relationships with relevant stakeholders |  |  |  |  |  |
|  | Awareness, understanding and commitment to the pursuit of equality in terms of service delivery |  |  |  |  |  |
| **Work Related Circumstances** | Able to work outside normal office hours as necessary to fulfil the duties of the post |  |  |  |  |  |
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| **P**: Pre-application **A**: Application **T**: Test **I**: Interview **D**: Documentary evidence |
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