



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:

DIRECTORATE: Resources

AREA/DEPT: Corporate Assets

FAU:

SECTION: Building and Technical Services

JOB TITLE: **SUSTAINABILITY PROMOTION & REPORTING OFFICER**

REPORTS TO: Sustainability Monitoring Officer

CURRENT RANK/GRADE: C

DATE: June 2020

1. JOB PURPOSE: (Briefly state your job's overall objectives. To.....")

To support in the implementation, monitoring and promotion of the Merseyside Police Force Sustainability Policy and Strategy, incorporating carbon management, waste and water minimisation and ensuring the environmental needs of Merseyside Police are met.

To support with the promotion of sustainability good practice and legal compliance through the production of a Force Sustainability Communications Plan.

To produce utility, and other sustainability data for the inclusion in a variety of internal and external reports.

2. PRINCIPAL ACCOUNTABILITIES:

(Describe the important end results you are expected to achieve).

- a) Assist with the development, implementation, monitoring and promotion of the Force Sustainability Strategy and with the achievement of Force sustainability targets, actions and goals
- b) Support in the Force compliance with relevant and changing and new sustainable legislation from UK Government and international environmental legislation; eg Clean Air Act 2019, Hazardous Waste Regulation, Energy Performance in Buildings Directive, Environmental Protection Act etc. and via incorporation into Force documentation, targets and goals.

- c) Play a key role in raising sustainability awareness throughout the Force through the development and implementation of a Force Sustainability Communications Plan. The Plan will include the development of Force wide campaigns aimed at encouraging staff to act more sustainably, and the dissemination of key messages across Force using a variety of platforms.
- d) Produce sustainability communications material, linking in with national and international environmental campaigns / awareness raising. Identify suitable channels to promote information to all Force staff, PCC staff and externally as required.
- e) Set up and manage a sustainability communications network and coordinate the dissemination of information throughout Force.
- f) Assist in the management of Force furniture and white goods reuse and recycling scheme, including the day to day responsibility for running of the Warpit software, liaising with staff regarding furniture requests and arranging for furniture to be moved around Force.
- g) Access the Force Building Energy Management System (BEMS) to identify consumption patterns from sub meters and assist the Sustainability Monitoring and Compliance Officer to profile site energy consumption.
- h) Support with the production of quarterly financial utility forecasting reports which provide site profiles of all utility consumption and financial costs for the current financial year.
- i) Assist in the production of the utility benchmarking data for inclusion in various mediums to include, reports to Chief Officers, PCC, management teams and similar as required.
- j) Support with the production of the Force Annual Sustainability Report incorporating news items and data from across the Force illustrating sustainability performance against previous years.
- k) Be accountable for all Health and Safety issues, to include risk assessment, pertaining to the postholder's area of responsibility in order to fulfil the statutory obligations of the Health and Safety At Work Act 1974.

3(a) KNOWLEDGE AND EXPERIENCE:

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

The post holder should be qualified to A Level or equivalent and/or be able to demonstrate relevant work experience in either a sustainability or communications role. The post holder would be expected to have or work towards an Environmental Practitioner Apprenticeship degree which takes 5 years to complete including a day release per week to college.

Excellent written and verbal communication skills are required in order to present and report data analysis in a concise and straightforward manner to a variety of audiences, ensuring sustainability concepts are promoted and understood.

A good understanding of standard IT Word packages is essential, along with the desire and aptitude to learn new reporting and data collection software's.

The post holder will have the ability to follow an agreed programme of works whilst making their own contributions and suggestions for new /different work approaches.

The ability to work in a large team, with a diverse workload is essential for the post holder, together with a flexible approach to work and an ability to work under pressure and meet deadlines.

A full driving licence is essential.

3(b) (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

No

4. RELATIONSHIPS:

(a) *Supervisory responsibilities:*

This role has no supervisory responsibilities.

(b) *Supervision Received:*

Accountable to the Sustainability Monitoring Officer who will provide direction and set a framework of tasks which the post holder will work within.

(c) **Other Contacts:**

(i) **Within Merseyside Police:**

Estate Strategy Team
Facilities Officers and Project Team Officers.
Communications Department
Compliance/H&S Officer.
Wellbeing Officer
Accountancy & Financial Planning
Procurement.
Legal and Audit Departments

(ii) **Outside Merseyside Police:**

Consultants
Local Authorities
Other Sustainability Officers
Customers / Suppliers
Other blue light organisations
Utility providers

5. CONTEXT:

(a) **Operating Environment:** (Services provided, work patterns, who are the customers).

The role involves looking at all sustainability activities across the whole of the Force's operation and estate, with specific emphasis on communicating and reporting key messages and data.

The postholder works within the Force Flexitime Scheme but flexibility is required to meet the demands of the post.

(b) **Framework and Boundaries:** (Policies and procedures which affect you and how these can be changed).

The postholder has responsibility to work within the confines of:-

Force Energy and Sustainability Strategy/Policy
PCC's Estates Strategy
Force Community First Strategy
Operational Policing Requirements
National Policing Plan
National Community Safety Plan
PCC Financial Instructions and Standing Orders
National Recognised Codes of Practice
Local Authority Unitary Development Plans
Force Standing Instructions
Health and Safety Legislation
Statutory Regulations

Home Office Guidelines
Design Champion
Best Value
Departmental Policies and Procedure

(c) **Organisation:** (For each type of post that reports directly to you, outline below the posts overall responsibilities).

N/A

6. DIMENSIONS: (Indicate in quantitative terms, key areas on which your job has an impact).

Financial: Assist with monitoring of the force utility budget of £2.9 million and the Carbon Management Capital budget of £110,000.

Staff: None

Other: The Force energy conservation and sustainability activities.

7. JOB CHALLENGES: (Describe the most challenging or complex parts of your job).

The post holder shall assist the Sustainability Manager in the provision of data to the PCC and Chief Officers on complex sustainability technologies and management practices. This data will be presented in a clear and concise manner which can be understood by both technical and nontechnical staff members.

Supporting the Sustainability Manager to communicate sustainability themes, projects and technologies throughout Force, highlighting the role staff can play with reducing the Force's negative sustainability impact. Communications need to be fun and engaging whilst providing clear and consistent messages.

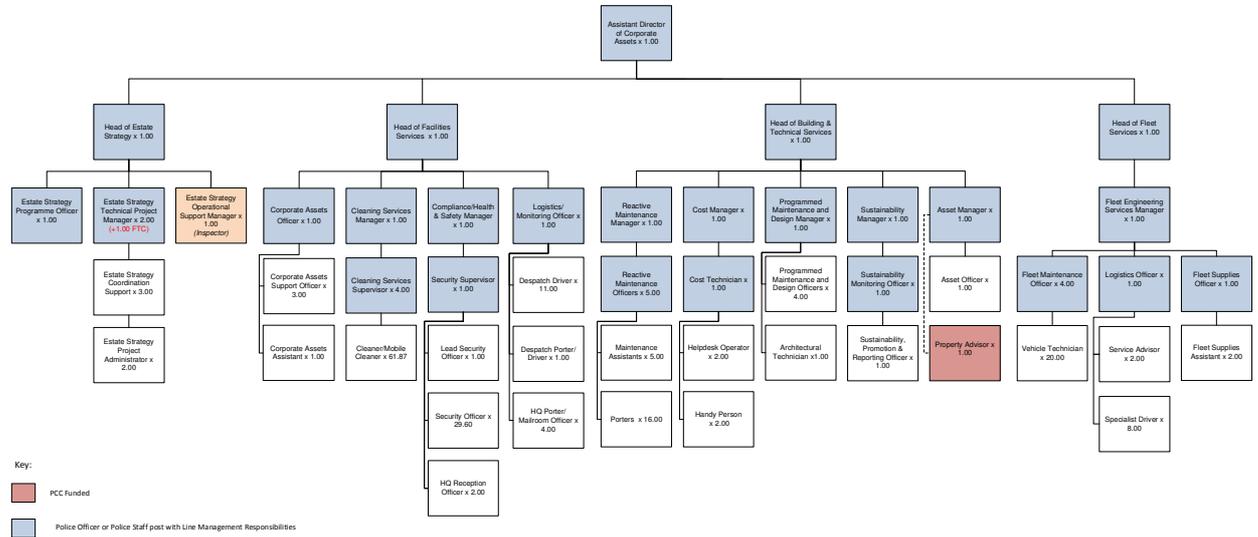
Be able to operate a number of IT software packages for collating, analysing and reporting of data.

8. ADDITIONAL INFORMATION:

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

9. ORGANISATIONAL STRUCTURE:

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).



10. AGREEMENT OF QUESTIONNAIRE CONTENT:

(Please sign when completed)

POSTHOLDER'S NAME:
(Please print in block capitals)

POSTHOLDER'S SIGNATURE:

Date:

Extn

MANAGER'S NAME:
(Please print in block capitals)

MANAGER'S SIGNATURE:

Date:

Extn