



Zero Carbon Officer

Truro City Council is seeking a part-time, permanent Zero Carbon Officer. The position is within the Town Clerk's Department and the role will be responsible for achieving Truro City Council's carbon neutrality.

The ideal candidate will need to demonstrate skills and knowledge in the following areas:

- Experience and knowledge – carbon neutrality and sustainability.
- Communication – an engaging and creative approach to problem solving to ensure that objectives can be achieved.
- Interpersonal skills - create and maintain positive relationships with a variety of stakeholders and across multiple council departments.
- Excellent verbal and written communication – including report writing.
- Confident in using IT – including Word, Excel, Outlook and PowerPoint.
- Strong organisational skills – including and ability to work to deadlines.
- Strong time management skills - ability to prioritise tasks effectively; sometimes working independently.
- An enthusiastic and positive approach - you enjoy working with others and sharing ideas.
- Ability to role model the Council's agreed behaviours of Civility and Respect.

Truro City Council is committed to making equality, diversity, and inclusivity at the heart of everything we do.

WHAT WE OFFER: 23 days holiday entitlement, 8 bank holidays and two additional statutory days (pro rata), generous pension scheme, on-site parking and £24,496 - £25,878 gross per year (pro rata) (depending on qualification and/or experience)

Closing date for this position is **9am Monday 17th April 2023**

To apply please download an application pack from: [Home - Truro City Council](#)

Job Description

Job Title	Zero Carbon Officer
Department	Town Clerk's Department
Grade	7 - £24,496 – £25,878 gross per year
Location	Town Clerk's Department, Truro City Council Head Office, Truro Community Library
Responsible to	Town Clerk
Supervisory responsibility	None
Functional Links	Town Clerk, Officers, Council members, Stakeholders, and local businesses
Working hours	18.5 per week Monday to Friday
Main responsibilities	<ul style="list-style-type: none"> • Provide reasoning, recommendation and coordinate the delivery of Truro City Council's sustainability targets and carbon neutrality ambitions. • Develop tools and resources to drive forward action and communicate environmental issues. • Up-date and maintain the Council's carbon audit • Influence key stakeholders, staff and members to contribute towards sustainability initiatives and opportunities. • Work collaboratively across departments to generate ecoefficiencies, create synergies and maximise outcomes. • Actively represent Truro City Council regarding environmental and sustainability matters to help understand shared ambitions and be an advocate for change within the community. • Work independently on areas indicated by the Town Clerk/Councillors. • Maintain awareness of policies, and practices regarding the safeguarding of children, young people, and vulnerable adults. • Attend and cooperate in all staff meetings, including departmental, organisational, and one-to-one and/or team meetings. • Confident in using IT – including Word, Excel, Outlook and PowerPoint. • Manage self-development and that of the team, undertake training as required and promote and role model the behaviours underpinning Truro City Council's Civility and Respect pledge: Civility and Respect Project (nalc.gov.uk)
<p>You may be required to work from various locations (within Truro Parish) in accordance with the needs of the role.</p> <p>There may be a requirement to undertake other duties and/or times of work as required that commensurate with the grade/level of responsibility to ensure the effective delivery of the service.</p>	

Person Specification – Zero Carbon Officer

COMPETENCIES	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Zero Carbon initiatives • Carbon neutrality and sustainability • Any other related qualification linked to the role 	<ul style="list-style-type: none"> • Degree level qualification or similar
Knowledge and Skills	<ul style="list-style-type: none"> • Ability to use own initiative • Ability to manage own time effectively • Good communication and interpersonal skills • Ability to create and report plans of work and outcomes • Confident in using IT – including Word, Excel, Outlook and PowerPoint. 	
Experience	<ul style="list-style-type: none"> • Working (paid or unpaid) in a sustainability or environmental related field • Adhering to policies and procedures and encourage others to do the same • Health and Safety requirements and risk management in a work environment • Report writing and presentation; including guiding others in any new policies linked to initiatives 	<ul style="list-style-type: none"> • Working alongside others to embed new ways of working
Attributes specific to the role	<ul style="list-style-type: none"> • ‘Can do’ attitude • Team player • Ability to work independently • Commitment to continuing professional development • Flexible and open to change • Ability to understand and role model the principles and behaviours underpinning the Council’s Civility and Respect Pledge 	

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APPLICATION FORM : Zero Carbon Officer

The closing date for the receipt of applications for this appointment is: **9am Monday 17th April 2023**

If you require this application form in a different format, for example Large print please contact HR@truro.gov.uk

Completed application form to be returned via email to: HR@truro.gov.uk

Post applied for:

How did you hear about this vacancy/ where did you see the vacancy advertised?

PERSONAL DETAILS

Surname:

Name:

Permanent address.....

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Post code.....

Email.....

Telephone numbers:

Home.....

Mobile.....

Business.....

Are there any restrictions on your taking up employment in the UK? If so, please provide details:

If selected for interview would you require any reasonable adjustments to be made to support you at an interview? If so, please could you provide an indication of what adjustments you would require



APPLICATION FORM : Zero Carbon Officer

APPLICANT NAME: _____

1. SUPPORTING STATEMENT

Please read the job description and person specification. Using examples, show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible. Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence.

Continue on a separate sheet if necessary.

2. CURRENT OR MOST RECENT EMPLOYMENT

Name & address of present or most recent employer:	Position held:
	Grade/salary:
	Date of appointment:
	Period of notice required:



3. DUTIES & RESPONSIBILITIES

Please give a description of your duties and responsibilities in the organisation (or in your last organisation if currently unemployed).

4. PLEASE GIVE TWO REFEREES – One of whom SHOULD be your present employer (or last employer if unemployed) who will be contacted prior to interview if you are short listed, unless you specify not to do so.
PLEASE DO NOT USE RELATIVES

Name:

Name:

Address:

Address:

.....

.....

Post Code:

Post Code:

Tel. No:

Tel. No:

Email address:

Email address:

Please tick if you do not give permission for Truro City Council to contact your referee without prior permission

Please tick if you do not give permission for Truro City Council to contact your referee without prior permission

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5. PREVIOUS EMPLOYMENT

From	To	Name of Employer	Position held Grade (or salary if outside Local Government)	Reason for leaving

6. PROFESSIONAL TRAINING & QUALIFICATIONS (evidence may be requested) **PLEASE COMPLETE- ESPECIALLY IF QUALIFICATIONS ARE REQUIRED ON ADVERT AND ROLE SPECIFICATION**

Subjects/Qualifications	College/University/Training Provider	Level	Qualification still current and valid/in date

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7. FULL TIME EDUCATIONAL QUALIFICATIONS OBTAINED (evidence may be requested)
PLEASE COMPLETE- ESPECIALLY IF QUALIFICATIONS ARE REQUIRED ON ADVERT AND ROLE SPECIFICATION

Full – Time Education	Examinations passed & grades achieved, qualifications & awards
School(s)	
College/University	If Degree awarded, state class

8. OTHER TRAINING INC. PART-TIME EDUCATION/TRAINING – Please give details (e.g., relevant specialist training, in-house training, etc. Including education currently being undertaken or planned. (evidence may be requested)

Description of Course	Qualification still current and valid/in date



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9. MEMBERSHIP OF PROFESSIONAL BODIES

Institute or Association	Grade of Membership	How obtained (e.g. election or qualification)

10. OUTSIDE INTERESTS, UNPAID WORK, WORK EXPERIENCE & NON-VOCATIONAL ACTIVITIES

Please give a description of any outside interests or unpaid work you have or do which may be relevant to this position and which you think may support your application (continue on a separate sheet if necessary)

15. Have you ever received a redundancy payment from previous Local Authority employment? If so, please state employer and year payment received.

16. Are you related to any Member or Senior Officer of Truro City Council? YES/NO

If yes please confirm who

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I declare that to the best of my knowledge all the information supplied on this form is correct. I fully understand that the withholding of relevant information or any false or misleading statement could result in the withdrawal of an offer of employment or in dismissal.

I agree that if I am successful in obtaining the role, this information will be retained in my personnel file during my employment and up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act. If I am unsuccessful in obtaining the role I understand that Truro City Council shall retain this form for six months, after this time it shall be destroyed.

I agree that should I be successful I will, if required apply to the Disclosure and Barring Service (formally the Criminal Records Bureau) for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the Council any offer of employment may be withdrawn or my employment terminated.

Signature.....

Print name.....

Date.....

WE DO NOT ACCEPT CANVASSING EITHER DIRECTLY OR INDIRECTLY

All completed forms shall be stored securely and used only for the purposes of the recruitment for the role for which you have applied. Truro City Council shall adhere to our obligations under the GDPR.

The recruitment and selection process will be free from bias or discrimination. Recruitment will be managed objectively and decisions about suitability for vacancies will be based on specific and reasonable job criteria. Truro City Council is positively committed to making reasonable adjustments for those who have a disability in the recruitment and selection process, or to enable someone to work with us.

During the recruitment and selection process Truro City Council are not obliged to give feedback to the applicant at any time during the process.

EQUAL OPPORTUNITY FORM

Truro City Council is committed to providing equal opportunities and our policy is to ensure that no job applicant or employee receives less favourable treatment, on the grounds of sex, pregnancy, race, colour, national or ethnic origin, marital status, disability, sexual orientation, religion, age or trade union membership. In order to monitor the effectiveness of our Equal Opportunities Policy, we request that applicants provide us with the information outlined below. This information will only be used for this purpose and will be kept in accordance with the UK General Data Protection Regulations (GDPR) and Data Protection Act 1998. This sheet is removed from the application form before the short-listing process, thus ensuring that all short-listing is based on merit.

Job Applied For:						
1. What age are you? Please tick the appropriate box						
16 or under <input type="checkbox"/>	17 – 24 <input type="checkbox"/>	25 - 35 <input type="checkbox"/>	36 - 45 <input type="checkbox"/>	46 – 55 <input type="checkbox"/>	56 – 65 <input type="checkbox"/>	66 & over <input type="checkbox"/>
2. What is your marital status?						
Single <input type="checkbox"/>	Married <input type="checkbox"/>					
Civil Partner <input type="checkbox"/>	Other <input type="checkbox"/>					
5. Gender: Male <input type="checkbox"/>			Female <input type="checkbox"/>	Other <input type="checkbox"/>	3. Religion or None <input type="checkbox"/>	

7. I belong to the following ethnic grouping: (Please tick the appropriate box and give further details where indicated)

A: White A1: British <input type="checkbox"/> A2: Irish <input type="checkbox"/> A3: Any other white background (please specify) <input type="checkbox"/>	D: Black or Black British: D1: Caribbean <input type="checkbox"/> D2: African <input type="checkbox"/> D3: Any other black background (please specify) <input type="checkbox"/>
B Of mixed race: B1: White & Black Caribbean <input type="checkbox"/> B2: White & Black African <input type="checkbox"/> B3 : White & Asian <input type="checkbox"/> B4: Any other mixed background (please specify) <input type="checkbox"/>	E: Asian or Asian British: E1: Indian <input type="checkbox"/> E2: Pakistani <input type="checkbox"/> E3: Bangladeshi <input type="checkbox"/> E4: Any other Asian background (please specify) <input type="checkbox"/>
C: Chinese: <input type="checkbox"/>	F: Other ethnic group (please specify, e.g. Cornish)

8. A disability is a physical or mental impairment which has a substantial and long-term effect on the ability to carry out normal day to day activities. Do you consider yourself to have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/>
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I understand that this information may be stored and processed as part of the Truro City Council monitoring of equal opportunities and I give my consent to my details to be used for this purpose.

Note: If you have any disability for which special arrangements should be made during the recruitment and selection process please contact the Council's HR Department: 01872 245503