

ROLE DESCRIPTION

Job Title	Sustainability and Netzero Officer
Salary Band	37-40
Reporting to	Regulatory & Compliance Lead
Directorate	Place
Service Area and sub area	Asset Investment
Team	Compliance
Political Restriction	N/A

1. Primary Purpose of the Post
To lead and coordinate the integration of sustainability, net zero carbon, and climate resilience principles across the Combined Authority's asset management function. The role supports delivery of the Combined Authority's climate emergency commitments, manages environmental risks, and ensures all assets (existing and new) contribute to local, regional, and national sustainability targets.
2. Key Role Specific Responsibilities
1. Net Zero Strategy Implementation <ul style="list-style-type: none"> • Embed net zero carbon objectives across asset planning, design, construction, refurbishment, and maintenance. • Support the delivery of the Authority's Climate Action Plan, Energy Strategy, or Net Zero Roadmap. • Monitor carbon reduction pathways for the corporate estate and infrastructure assets.
2. Sustainable Asset Management <ul style="list-style-type: none"> • Lead carbon assessments for new developments, disposals, and retrofit projects (e.g. energy efficiency, low-carbon heat, solar PV). • Promote and support PAS 2080, BREEAM, and whole-life carbon assessment methodologies. • Provide advice on sustainable design, materials, and construction practices.
3. Performance Monitoring and Reporting <ul style="list-style-type: none"> • Report into the Regulatory and Compliance Lead • Track energy consumption, emissions, waste, and water usage across the estate. • Maintain an environmental performance dashboard or asset decarbonisation plan. • Prepare reports for senior management, boards, and external stakeholders (e.g. DEFRA, BEIS, SALIX).



- Support the development of funding applications and post project delivery monitoring and evaluation reports

4. Stakeholder Engagement

- Work closely with estates, project managers, planners, and contractors to embed environmental and net-zero requirements.
- Coordinate with constituent councils, tenants and external partners on joint sustainability initiatives
- Engage with the public and stakeholders on sustainable developments and transparency in environmental performance.

5. Compliance and Risk

- Ensure the asset portfolio complies with environmental regulations, including:
 - Climate Change Act 2008 / Carbon Budgets
 - MEES Regulations (Minimum Energy Efficiency Standards)
 - Building Regulations Part L
 - Environmental Act 2021
- Identify and manage climate-related risks to asset condition and long-term investment planning.

3. General Corporate Responsibilities

- Understanding and meeting all health and safety duties and responsibilities including how they impact on scheduling work activities.
- Ensure postholder adheres to Merseytravel's Safety Policy and Procedures
- Ensure support is provided in the preparation of method statements and risk assessments.
- Having an appropriate level of knowledge of equality legislation and how it affects your service area.
- Promoting equality and diversity by: -
 - recognising and addressing the needs of different customers.
 - adapting your approach to meet the needs of different customers.
 - recognising, respecting and valuing the diversity of your colleagues; and
 - Pro-active adherence to all defined corporate policies.
- Putting customers (internal and external) at the heart of everything you do.
- Anticipating and responding to the needs of customers.
- Regular customer meetings/reviews where appropriate.
- Measured through client satisfaction results

4. Recruitment Plan

Competency Based Interview
Assessment

PERSON SPECIFICATION

Job Title: Sustainability and NetZero Officer

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Degree in Sustainability, Environmental Management, Engineering, Architecture, or a related discipline.	E	A
Professional accreditation (e.g. IEMA, CEnv, APMP, RICS, BREEAM Assessor, Retrofit Coordinator).	E	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Experience implementing sustainability or climate initiatives in the built environment or public sector.	E	A, I
Strong working knowledge of CDM 2015, health & safety law, and construction design principles.	E	A, I
Experience working in or with local authorities or combined authorities.	E	A, I
Understanding of funding opportunities such as Public Sector Decarbonisation Scheme (PSDS) or Green Heat Network Fund	E	A, I
Familiarity with asset portfolios involving transport, regeneration, or public realm	D	A, I
Understanding of net-zero design standards, building lifecycle planning, or digital construction (BIM).	D	A, I
Familiarity with asset portfolios involving transport, regeneration, or public realm	D	A, I
Understanding of net-zero design standards, building lifecycle planning, or digital construction (BIM).	D	A, I
Familiarity with asset management systems, carbon tools, or building energy modelling platforms (e.g. EPC, SBEM, PHPP).	D	A, I
Strong understanding of carbon accounting, energy efficiency, and sustainable design principles.	D	A, I
Knowledge of climate-related regulations and UK net-zero targets.	D	A, I

Skills and abilities	E = Essential D = Desirable	Identified By
Ability to influence and engage internal and external stakeholders.	D	A, I
Excellent leadership and communication skills.	D	A, I
Can do' attitude with capability to solve problems innovatively and efficiently.	D	A, I
Proven track record for delivery of commitments.	D	A, I
Provide constructive challenge at all levels to secure continuous improvement and best practice.	D	A, I
Excellent design and technical skills, including the ability to use MS software packages.	D	A, I
Ability to prioritise workload and manage own time.	D	A, I
Commercial awareness and client management skills.	D	A, I
Teamworking, relationship-building and influencing skills	D	A, I

Personal Attributes	E = Essential D = Desirable	Identified By
Team player	D	A, I
Flexible attitude to work	D	A, I
'Can Do' attitude	D	A, I
Commitment to further learning	D	A, I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills to improve effectiveness and efficiency of service delivery including attendance at corporate mandatory training.	E	A, I
To commit to continual professional development.	E	A, I
To work as a key part of the Place Directorate in contributing to the corporate management of the strategic risks facing the Liverpool City Region Combined Authority.	E	A, I
To support the achievement of corporate efficiency targets and initiatives.	E	A, I
To ensure the Combined Authority's commitment to equal opportunities and is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken.	E	A, I



Flexible approach to working hours and willingness to work flexibly as and when required.	E	A, I
Ability to attend meetings, events etc inside and outside the City Region.	E	A, I

Key to Assessment Methods:

A - Application
I – Interview