



ROLE DESCRIPTION

Job Title	Environment Officer
Salary Band	SCP 37 - 40
Reporting to	Rachel Waggett
Directorate	Policy & Strategy
Service Area and sub area	Place & Net Zero
Team	Place & Net Zero
Political Restriction	No

1. Primary Purpose of the Post
<ul style="list-style-type: none"> • The primary purpose of this role is to embed environmental issues and considerations in the work of the policy directorate and across the Combined Authority, however flexibility to work across a broad range of policy themes is required. • To support the delivery of a high performing policy function for the Liverpool City Region Combined Authority (LCRCA), helping identify priorities and set the strategic direction across a range of policy areas. • To support the development of corporate and city region policies, working flexibly to respond to existing and emerging key policy priority areas such as Economic Development, Environment Policy, Net Zero, and Transport. • To lead the development of technical input on a range of policy matters, supporting the development of key policy documents, preparatory steps to enable delivery and contributing to future devolution negotiations. • The postholder will be required to develop and maintain an excellent working knowledge of existing and emerging issues in a diverse range of policy themes; assessing the relevance of its use in the organisation/region and effectively communicating implications with further action if necessary.
2. Your responsibilities
<ul style="list-style-type: none"> • To contribute to policy development, generating ideas and options that advance the ambitions for the Liverpool City Region; supporting timely discussions with government departments and influencing the development of national policy. • To contribute to the delivery of statutory duties related to environmental and/or climate matters. • To provide strategic expertise and policy insight to the Combined Authority, keeping abreast of local and national policy developments and informing corporate planning and priorities, including providing relevant internal and external briefings. • To establish and maintain strategic partnerships with key stakeholders, in particular Constituent Authorities to co-develop policy and drive collective action. • To ensure cross-thematic linkages are made in policy areas, including between environment/climate policy and housing, economic policy, employment and skills, transport, health policy and wider public service reform.

- To lead the development of technical input into key policy documents and act as lead author; managing a range of policy and environmental strategy documents, as well as policy briefings, website and media text.
- To interpret and use research data to draw policy conclusions, as well as working closely with the Research, Evidence and Intelligence Team to build the case for change and ensure the adoption of an evidence-based approach to policy development and design.
- To develop and maintain positive relationships and effective collaboration with teams across the CA to ensure collective input and ownership of LCRCA policy and priorities.
- To represent the CA at external events and stakeholder groups, nationally and internationally.
- To manage procurement and commissioning of external contractors and/or consultants to deliver project works of various types against an agreed scope and deliverables.

General managerial responsibilities

- To share and communicate a clear understanding of the LCRCA priorities across the Directorate and wider organisation.
- To provide effective line management, mentoring and support where required.
- Ensure the development, provision and analysis of high-quality management information and documentation that is timely, accurate and meaningful.
- Create a positive learning and working environment through delegation, mentoring and coaching of staff and through the identification of training and development needs.
- Develop the LCRCA's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.
- Support the scrutiny process established by the LCRCA.
- Encourage a culture of continuous improvement to develop an outstanding service, where value for money and best value are delivered and innovation and enterprise flourish.
- Promote strong, direct and effective communication and involvement with all stakeholders.
- Promote the work of the LCRCA and LCR locally, nationally and internationally.
- Support the Combined Authority's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.

3. General Corporate Responsibilities

- To support the development of effective city region and cross-portfolio collaboration.
- To represent and promote the work of the LCRCA and the wider LCR, locally, regionally and nationally.
- To represent the LCRCA with the Liverpool City Region public and partner organisations so as to raise the reputation of the LCRCA and promote its interests and its people.
- To advise the Senior Leadership Team, Metro Mayor and LCRCA on significant policy issues, with a particular focus on economic development, fairness and social inclusion.
- To contribute to the preparation of business plans and take responsibility for the achievement of specific workstreams.
- To contribute to the corporate management of strategic risks facing the LCRCA.
- To promote understanding of and adherence to the Combined Authority's core values by modelling appropriate behaviours and encouraging others to do likewise.
- To participate in training and development and to use all relevant learning opportunities to improve personal skills to improve effectiveness.



- To support the implementation of the City Region's Devolution agreement and wider strategic priorities.

4. Recruitment Plan

Application, Interview, Presentation

PERSON SPECIFICATION

Job Title: Environment Officer

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
1. Degree or equivalent	E	A
2. Professional experience of policy development including expertise in a relevant discipline such as economic development, environment policy, net zero, natural environment or transport.	D	A
3. Evidence and commitment to continuous personal and professional development.	D	A

Experience and knowledge	E = Essential D = Desirable	Identified By
4. Direct experience of successfully developing policy and strategy interventions in a complex environment, preferably in local and/or central government.	D	A, I
5. Experience of building effective strategic working relationships with a wide range of stakeholders.	E	A, I
6. Evidence of negotiating, influencing and giving advice to politicians, senior managers and partner organisations.	D	A, I

Skills and abilities	E = Essential D = Desirable	Identified By
7. Detailed understanding of relevant key government policies, priorities and policy making processes.	E	A, I
8. An understanding of the LCR devolution agreement, local government, central government and their respective roles and relationships.	D	A, I
9. Knowledge of issues, challenges and opportunities facing the Liverpool City Region or areas with similar characteristics.	D	I
10. A keen interest in current affairs and the ability to see bigger picture implications.	D	A
11. Excellent interpersonal, public speaking and presentation skills with the ability to present complex ideas in a clear and comprehensive way.	E	A, I
12. Ability to write clear reports, briefings and policy	D	A, I
13. High level of skill in strategic and analytical thinking with an ability to draw conclusions from lengthy or complex raw materials.	E	A, I
14. Good IT and organisational skills.	D	A

Personal Attributes	E = Essential D = Desirable	Identified By
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18. Flexible approach to working hours and willingness to work flexibly as and when required.	D	
19. Evidence of quality, time management and organisational skills.	D	
20. Ability to attend meetings inside and outside the city region.	D	
Core Behavioural Competencies	E = Essential D = Desirable	Identified By
21. Strategic thinking and insight – ability to see the bigger picture and translate complex information into clear policy direction	E	I, P
22. Influencing and partnership working – builds trust and credibility to influence outcomes without direct authority	E	I, P
23. Communication and engagement – communicates complex ideas clearly and persuasively to diverse audiences	E	I, P
24. Accountability and delivery focus – takes ownership for outcomes and delivers high quality work in a complex, fast moving environment	E	I, P

Key to Assessment Methods:

I – Interview	A - Application	P – Presentation
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