



<b>Job description</b>			
<b>Job title</b>	Climate and Energy Officer		
<b>Grade</b>	H		
<b>Directorate</b>	Resources and Partnerships		
<b>Service/team</b>	Climate and Energy Team		
<b>Accountable to</b>	Climate Emergency Manager		
<b>Responsible for</b>	Not Applicable		
<b>JE Reference</b>		<b>Date Reviewed</b>	26/05/2026

### **Purpose of the Job**

Play a key role in the development of the council's response to the declaration of a climate emergency. Providing specialist support to enable the continuation of the Council's Climate Emergency Action Plan and Net Zero Delivery Plan 2026-2030 by monitoring and reviewing the current schemes.

To develop and implement relevant projects that address climate change within the council, particularly that targets the public, schools, community groups and businesses.

### **Duties and Responsibilities**

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

#### **Grade H**

- (1) Provide general advice on climate change to senior managers, partners, community groups, business and residents.
- (2) Develop and maintain constructive relationships with a broad range of internal and external stakeholders.
- (3) Monitor the Climate Change Action Plan for the Council and Net Zero Delivery Plan 2022-2025, working closely with services across the Council.



- (4) Produce regular reports updating the council on the current carbon emissions and progress of current projects in relevant action plans
- (5) Assist with consultations to gather feedback on current policies and communication systems
- (6) Keep up to date with the relevant legislation, policies and developments in place locally, regionally and on national levels to better inform the councils plans
- (7) Work within the wider Environmental Sustainability Team to find solutions to arising problems and assist the Climate Emergency Manager when needed
- (8) Provide co-ordination of and participate in relevant meetings, reporting attendance and providing information advice and support where requested.
- (9) To undertake any other duties as may reasonably be allocated to the post holder commensurate with the grading and responsibilities of the post.

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions “is good” because they want all Council employees to understand how important it is to “treat children in care and care experienced young people as they would their own”. We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be “genuine”, helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.



## Knowsley Better Together – Staff Qualities



## Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

## Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.