

Job Description

Post title	Environmental Officer
Post number	
Grade	Band 6
Responsible to	Environmental Manager
Directorate	Assets and Property Services

Overall Objectives of the Post

To provide support and assistance to the Assistant Head of Assets & Sustainability and the Environmental Manager in the successful delivery of carbon reduction activities across the housing stock and the organisation.

- Assisting in the monitoring and reporting of delivery actions in relation to climate change and environmental improvements.
- Assisting in delivery of staff and tenant awareness activities, training and events.
- Assisting in the collation of climate change data and information, implementing appropriate monitoring and reporting systems.
- Understanding EU regulations and national statutory requirements including CO₂ emission reduction targets.
- Effectively using appropriate software applications to effectively record and present data.
- Championing approaches to carbon reduction across the organisation, key stakeholders and residents.
- Demonstrating total professionalism, propriety and value diversity.

Principle Duties and Responsibilities

- Carry out all your work to the highest professional standards and in accordance with the organisation's policies and procedures in order to provide an excellent standard of service to our customers and to enable South Tyneside Homes to meet its objectives.
- Be a champion for climate change and carbon reduction and a source of support and encouragement for colleagues.
- To promote, liaise, communicate and engage environmental projects and issues effectively with tenants and residents, other colleagues across all services, other agencies and service users.
- To undertake research on specific issues relating to sustainable/renewable energy and environmental issues as appropriate.
- Assist and advise our tenants in the use of new technologies associated with reducing carbon emissions from their home.

- Assist in the delivery of ISO14001 accreditation for the organisation and undertaking environmental internal audits to identify service improvements and supporting the development of the Environmental Management System.
- Assist in the writing and submission of applications for available funding.
- Assist in the development of robust monitoring systems relating to energy efficiency and sustainability.
- Take responsibility and accountability for your performance.
- Work in a positive and co-operative manner with other members of the Team.
- Treat fellow team members, customers and colleagues with respect and dignity.
- Reflect the company's values in daily contact with partners, stakeholders and customers.
- Demonstrate excellent problem-solving abilities, an attitude towards delivering service goals and a pragmatic approach to daily tasks.
- Consistently strive towards making a difference in the quality and impact of services delivered.
- Effectively work with colleagues across Regeneration & Environment to exploit opportunities for greater synergies and efficient ways of working.
- Contribute positively to team meetings
- Demonstrate total professionalism, propriety and value equality and diversity.

Corporate

- Provide support to line managers and their teams, ensuring clarity of direction, effective communication and development of personal potential.
- Ensure that you promote equality and value the diversity of colleagues, customers and partners, both in the delivery of services and in the workplace.
- Be responsible for communicating with colleagues both within the directorate and the organisation to aid consistency and the sharing of good practice.
- Support and contribute to the delivery of all corporate and services objectives.
- Proactively support and work with other services within South Tyneside Homes and in partnership with other stakeholders, agencies, individuals and other groups to maximise income and achieve our financial inclusion objectives.
- Assist with the development of new initiatives and services to ensure that future business opportunities are appropriately considered.
- All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.
- All employees have a responsibility of care for their own and others health and safety.
- The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.
- You are expected to have a flexible approach to your working hours which may include attending some out of hour's meetings.

Ref: JC

Date: 25 March 2021