

Job Description

	<div>For HR use only</div> <div>Vacancy Ref No: 0587</div>
Directorate	Environment Directorate
Service and Team	Environmental Sustainability
Post Title	Environmental Sustainability Data Assistant
Grade	Grade 6
Reports to	Waste Strategy Officer
Responsible for (employees / equivalent)	The Environmental Sustainability Data Assistant will support the Environmental Sustainability service team in the collation, production and analysis of key data to support the key service strategies, including Carbon Net-Zero 2030 Action Plan, Ten Year Plan for Waste and the Biodiversity Action Plan and the development of associated monitoring frameworks and carbon reporting.
Job Purpose	
<p>A Green North Tyneside is one of five key themes of the Our North Tyneside Council Plan 2021-25. Sustainability is at the heart of everything the council does and its key policy making.</p> <p>The council has declared a climate emergency and has recently agreed its latest Carbon Net-Zero 2030 Action Plan with Cabinet. This builds on former iterations of key climate related plans and the success of reducing the council's carbon footprint by 58% and the Borough's carbon footprint by 45%.</p> <p>The council has a long term strategic vision for the waste of the Borough and this is set out in the 10 year plan for waste. Reducing the carbon footprint of waste is a priority.</p> <p>Reducing waste, increasing re-use and recycling, avoiding landfill and introducing new ways of recycling such as separate food waste collections are all essential tools in delivering the council's waste strategy and carbon net-zero 2030 policy commitment.</p> <p>The council shares a Biodiversity Strategy with Newcastle City Council and is committed to protecting and enhancing biodiversity.</p> <p>This job role is key in collation, analysis and visualisation of key data to support the Environmental Sustainability Team, delivery of projects and strategies and informing the development of the council's net-zero pathways. This will include work on heat network development, the Carbon 2030 Net-Zero Action Plan, the Waste Strategy, WasteDataFlow, the biodiversity action plan and energy consumption and carbon emissions data.</p>	
Job Content	

- To be responsible for the day-to-day organisation and provision of clerical and administrative support regarding projects or processes.
- Developing and maintaining management information systems, including data visualisation systems and analytical tools such as PowerBI
- Provide detailed analysis and evaluation of data/information and produce detailed reports/information.
- Undertaking research and obtaining information to inform decisions.
- Responsible for the management and monitoring of project budgets in accordance with financial regulations. Handling and reconciliation of incoming and outgoing finances. Providing timely budget reports to the project team. As part of the Net-Zero Investment Fund budget, support the analysis of a pipeline of projects across the net-zero workstreams and the prioritisation of Investment Fund allocation.
- Producing and responding to complex correspondence relating to projects or processes, for example for stakeholder engagement with external businesses and government bodies as part of Heat Network development.
- To undertake word and data processing and complex IT based tasks.
- To take a lead role in the planning, development, design, organisation and monitoring of support systems, procedures and policies specific to the service area, including to support corporate net-zero policies and KPI development.
- To be responsible for the completion and submission of complex monitoring forms, returns etc, including those to external bodies, for example for WRAP, Defra, DESNZ and the Carbon Disclosure Project (CDP).
- Data entry and analysis of key waste data.
- Keeping key spreadsheets up to date with accurate data.
- Supporting the Council's WasteDataFlow returns and the transition to Digital Waste Tracking.
- Identify any anomalies with data and investigate causes of the anomalies.
- Producing reports on energy savings and other relevant reports in order to demonstrate carbon reduction in line with the climate change strategy and net zero commitment.
- Any other duties commensurate with the post.

Climate Change Values and Behaviours

- We strive to reduce the carbon footprint of our services by using less energy in our buildings, travelling less in our vehicles and increasing our recycling
- We encourage innovation and the generation of new ideas in the way we do things, including increasing the environmental sustainability of our services

Equality, Diversity and Inclusion Values and Behaviours

We treat all our colleagues, residents and service users with dignity and respect. We embrace and value people's differences. We act as allies, educating ourselves, empowering others and tackling discrimination.

We build an inclusive and fair workplace where all team members feel valued and accepted. We encourage team members, residents and service users to contribute their perspectives to our understanding of the borough and how best to support our people. We role model

inclusive behaviour in our leadership styles, and champion equality.

Special Requirements of Post

Working Conditions	Occasional working outside of office hours and working outside.
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Working Requirements and Arrangements	Occasional weekend / evening working
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Physical Requirements e.g. driving, lifting, and handling	None
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DBS and Safeguarding Checks required	None
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Responsibility for Safeguarding or extent of contact with children, young people and/or adults at risk of harm.	No
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Politically Restricted	No
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Person Specification

Job Criteria

Factor	Essential	Desirable	Assessment method
Knowledge	Thorough knowledge of Microsoft software (including PowerBI or similar). Good interpersonal and communication skills Understanding of principles of data quality	Knowledge of key statutory legislation Understanding of financial monitoring Knowledge of calculating energy consumption into carbon emission data.	Application Interview References
Qualifications and Training including Professional Registrations	Good general education background to include 5 GCSE's (or equivalent) at grades at A-C (or equivalent), including Maths and English	N/A	Application Certificates

Skills & Experience	Experience of analysing and interpreting data.	Experience of working in a similar field	Application
	Strong planning and organisation skills with the ability to manage a varied workload against conflicting demands and timescales.	Experience of working with waste data	Interview
	Evidence of preparing reports.		References
	Ability to work independently and as part of a team.		
	Good interpersonal skills.		
	Excellent excel skills.		
	Well-developed verbal and written communication skills and the ability to produce clear, concise reports.		

Our Values	We Listen, We Care, We Are Ambitious, We Are Good Value For Money
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Special requirements		
Factor	Essential	Assessment method
Occupational Requirements under the Equality Act 2010		
Factor	Desirable	Assessment method
	N/A	

Please note if you intend to use your own vehicle (or non-council vehicle) for business mileage you must hold the relevant driver's licence, MOT, and insurance documentation.