

Item: 12

Policy and Resources Committee: 22 September 2020.

Climate Change.

Joint Report by Chief Executive and Executive Director of Development and Infrastructure.

1. Purpose of Report

To reconsider the resourcing and implementation of workload following the declaration of a Climate Emergency by the Council in May 2019.

2. Recommendations

The Committee is invited to note:

2.1.

That, on 18 February 2020, the Policy and Resources Committee recommended:

- That the Chief Executive should give further consideration to the governance required to deliver the Council's response to climate change legislation and thereafter submit a report to the Committee by June 2020.
- That, notwithstanding Council policy of a moratorium on staff establishment increases, a post of Climate Change Project Officer, G10, be established, initially for a period of up to two years, to co-ordinate all climate change related policy and project work across the full range of Council services.
- That all costs associated with the post of Climate Change Project Officer, estimated at £70,000 per annum, be met from the Crown Estate net revenue allocation, in the event that no other specific Government funding was received by the Council in respect of climate change duties.

2.2.

That, on 3 March 2020, when considering the recommendations above, the Council resolved that establishment of a post of Climate Change Project Officer be referred back to the Policy and Resources Committee for further consideration.

2.3.

That the Climate Change (Emissions Reduction Targets) (Scotland) Act 2019 was enacted in October 2019 committing Scotland to a target of net-zero emissions of all greenhouse gases by 2045.

2.4.

The establishment, by the Orkney Partnership, of a short life working group to develop a specific Orkney Climate Adaptation Plan, as outlined in section 5 of this report, which will identify actions to contribute to a carbon neutral Orkney.

2.5.

The current actions in the Council Delivery Plan, outlined in section 7 of this report, which will also contribute positively to mitigating or adapting the impacts of climate change and the opportunity, through the impending mid-term review of the Council Plan, to embed climate change as a new Council priority with associated actions.

2.6.

The scale of the tasks associated with development, implementation and monitoring of effective and target orientated climate change actions, as detailed in section 8 of this report.

2.7.

That the Crown Estate Scotland revenue funding for 2017/18, initially identified as a funding source for the proposed temporary post of Climate Change Project Officer, has been fully allocated, with the remaining unallocated balance being applied as a contribution to the Council's Coronavirus Response Fund.

2.8.

That the Council has been awarded £1,042,993.65, as its share of the 2018/19 Crown Estate Scotland revenue, to be utilised in 2020/21.

2.9.

That the Crown Estate Scotland funding is a valuable additional resource that will be of great benefit to the Council in aiding recovery from the Covid-19 pandemic, should it not be used as a source of funding for a commitment to the total costs of a temporary post of Climate Change Project Officer, currently estimated at £140,000.

2.10.

That the recommendation at paragraph 2.13 below is contrary to the moratorium on staff establishment increases reaffirmed by the Council, at its General Meeting held on 3 March 2020.

It is recommended:

2.11.

That, to assist with the Council's commitment to address the Climate Emergency, a short life Member/Officer Working Group, comprising seven members, with a remit to review what the Council is already doing to reduce its carbon footprint, and to consider and recommend new targets and priorities for including in the Climate Adaptation Plan and the Council Plan, be established.

2.12.

That the Council make appointments to the Member/Officer Working Group referred to above.

2.13.

That, notwithstanding Council policy relating to the moratorium on staff establishment increases, a post of Climate Change Project Officer, G10, be established, initially for a period of 23 months, to co-ordinate all climate change related policy and project work across the full range of Council services.

2.14.

That all costs associated with the temporary post of Climate Change Project Officer, estimated at £70,000 per annum, be met from the Crown Estate Scotland net revenue allocation, subject to no other specific Government funding being received by the Council to support compliance with its climate change duties.

3. Background

3.1.

On 14 May 2019, the Council declared a Climate Emergency and undertook to:

- Work with partners to continue to educate the community and promoting the understanding of the climate emergency.
- Work with partners to identify and implement actions our community can take to contribute to carbon reduction.
- Develop further delivery plan targets associated with this priority for consideration by the Policy and Resources Committee on 24 September 2019.

3.2.

On 24 September 2019, when considering a report on the next steps in developing and progressing Council Delivery Plan targets where those applied to responding to the declaration of Climate Emergency, the Policy and Resources Committee recommended that the Chief Executive should submit a report, to the meeting of the Policy and Resources Committee to be held on 18 February 2020, outlining progress with developing Council Delivery Plan targets in response to the Climate Emergency, together with any resource implications which may arise from this.

3.3.

On 18 February 2020, the Policy and Resources Committee recommended:

- That the Chief Executive should give further consideration to the governance required to deliver the Council's response to climate change legislation and thereafter submit a report to the Committee by June 2020.

- That, notwithstanding Council policy of a moratorium on staff establishment increases, a post of Climate Change Project Officer, G10, be established, initially for a period of up to two years, to co-ordinate all climate change related policy and project work across the full range of Council services.
- That all costs associated with the post of Climate Change Project Officer, estimated at £70,000 per annum, be met from the Crown Estate net revenue allocation, in the event that no other specific Government funding was received by the Council in respect of climate change duties.

3.4.

On 3 March 2020, when considering the recommendations at section 3.3 above, the Council resolved that establishment of a post of Climate Change Project Officer be referred back to the Policy and Resources Committee for further consideration.

4. Scottish Government

4.1.

The Climate Change (Emissions Reduction Targets) (Scotland) Act 2019 was enacted in October 2019. It changes the target for reducing all 'greenhouse gas emissions' (expressed as a percentage reduction from the 1990/95 baseline) to 100% by 2045. The target is currently 80% by 2050. Within six months of enactment, the Scottish Government is required to publish a Climate Change Plan, with firm proposals of how the target will be reached.

4.1.1.

In April 2020, the Scottish Government announced it was postponing publication of the Climate Change Plan (now anticipated to be published in December 2020) and that the cross-party group set up to advise on development of the Climate Change Plan was being re-configured into a forum to advise on a green recovery.

4.2.

The Covid-19 pandemic, although primarily a public health emergency, has created an economic crisis, impacting across all sectors of the economy, business and households. To provide independent and expert advice on Scotland's economic recovery, the Scottish Government established the Advisory Group on Economic Recovery. The Advisory Group identified green economic recovery as being central to overall recovery, stating that "the task of mitigating our contribution to climate change is a generational challenge" and "responding to climate change needs to be a thread through every policy action".

4.3.

In response to the Advisory Group recommendations, the Scottish Government's Economic Recovery Implementation Plan details actions including:

- Working with local authorities, on a ‘Green Growth Accelerator’ to unlock additional investment for infrastructure projects that support the transition to a net zero emissions economy and help transform cities and regions.
- Supporting local authorities to develop and implement flood protection schemes and looking to support future investment in coastal change adaptation measures.
- Continuing to support hydrogen demonstration projects and publishing a Hydrogen Policy Statement and Action Plan this year exploring opportunities for the development of a hydrogen economy in Scotland.
- Expanding low carbon heat and energy efficiency programmes – including the Low Carbon Infrastructure Transition Programme and Energy Efficient Scotland – to transform homes and buildings so that they are warmer, greener and more efficient.

4.4.

A Scottish Government public consultation on “The Role of Public Sector Bodies in Tackling Climate Change”, which closed in December 2019, identified a number of proposals to address the issue, including establishment of a “National Forum on Climate Change” which would bring together government, the public sector, private sector, academia non-government organisations and the wider public to encourage collective, informed deliberation on ideas for wide-ranging climate action. Also proposed is a “High Ambition Climate Network” for the public sector, chaired by the Cabinet Secretary for Environment, Climate Change and Land Reform, which would meet twice a year and comprise up to 15 of the most ambitious public sector bodies who are committed to leading the way to a net-zero Scotland.

4.5.

Public bodies are already required to publish annual climate change reports and the latest Orkney report was presented to the Policy and Resources Committee in November 2019. The Scottish Government is now proposing additional reporting requirements, including a requirement to state the year by which the public body will reach zero emissions, as well as reporting on how spending plans align with emissions reductions targets.

5. Orkney Partnership

5.1.

The Orkney Partnership Board discussed a report on the Climate Emergency in September 2019 and agreed that a short life working group should be established across partners to progress action. The working group is tasked with:

- Identifying the specific threats and opportunities facing Orkney and mapping these to current issues identified by the Local Outcome Improvement Plan (LOIP).
- Identifying a suite of short, medium and long-term actions which can help mitigate or adapt to the effects of climate change to be included in future revisions of the LOIP.

- Considering whether these actions are best addressed through a strategic delivery group under the heading of Climate Change, Energy and Environment, and the resourcing implications for this, and make recommendations to the Orkney Partnership Board.
- Considering working towards the creation of a specific Orkney Climate Adaptation Plan for adoption by the Board, using the framework set out in Adaptation Scotland's capability framework for a climate ready public sector.

5.2.

The Short Life Working Group has now met on two occasions and, at its latest meeting, agreed an action to develop a Climate Adaptation Plan for Orkney. The action to develop such a plan is in line with commitments being made across Scotland by community planning partnerships and local authorities and reflects the seriousness of the challenge faced in adapting to the unavoidable impacts of climate change. Developing an Adaptation Plan through close collaboration with community planning partners will ensure that risks posed to assets, services and communities are well understood and that action to adapt is fair and proportionate.

5.3.

The Orkney Partnership has also established an Economic Recovery Steering Group as a short life working group to develop a strategy for Orkney's economic recovery from the Covid-19 pandemic. Membership of the group comprises business representatives as nominated by the local business community and five elected members. The Steering Group will oversee preparation and implementation of an Orkney Economic Recovery Plan and it is expected that transition to a decarbonised economy will feature prominently in the plan when completed.

6. Other Project Activity

6.1.

The Orkney Sustainable Energy Strategy will also be a key policy document in achieving Orkney's vision of a low carbon economy and realising carbon reduction targets. Work is currently underway through the Energy Strategy Stakeholder Group (which includes the Council, Highlands and Islands Enterprise, Orkney Renewable Energy Forum, EMEC and Community Energy Scotland) to develop an Action Plan to identify the projects that will be developed to achieve the vision.

6.2.

Projects currently proposed by the Council as part of the Islands Deal bid will also make a significant contribution to climate change aspirations. These include proposals for an Islands Centre for Net Zero Carbon and the Scapa Flow Strategic Asset Development which includes a liquid natural gas project.

6.3.

The UK was to host the 26th Conference of the Parties (COP) in Glasgow in November 2020 but this has now been postponed until November 2021. The COP is considered to be the premier global climate gathering and is anticipated to bring up to 30,000 delegates to the city. The Council Leader has been engaging with both UK Government and Scottish Government contacts to seek to establish a purposeful position for Orkney within this event – with the aim of showcasing what Orkney has already achieved in terms of low carbon initiatives, and the ambition to continue to pursue this agenda. The prospect of an Orkney fringe or pre-cursor conference event will be explored as part of this dialogue.

6.4.

Planning and delivering a meaningful contribution to the COP will be a major task and it is important that appropriate capacity and expertise is available within the Council to undertake this work.

7. Council Delivery Plan

7.1.

The Council is committed to addressing the impacts of climate change both locally and worldwide. This is reflected in the target outcome for the Enterprising Communities strategic theme of the Council Plan 2018 to 2023 which states ‘a vibrant carbon neutral economy which supports local businesses and stimulates investment in all our communities’. The Council Delivery Plan was developed to contribute to this outcome.

7.2.

Under the themes of “Connected Communities”, “Thriving Communities”, “Enterprising Communities” and “Quality of Life”, the Council Delivery Plan 2018 to 2023 already includes a number of actions which will contribute positively to mitigate or adapt the impacts of climate change, as follows:

- Contribute to the delivery of the Orkney Vehicle Energy Strategy.
- Develop Active Travel Programme including sourcing funding for path and cycle networks.
- Deliver the Fuel Poverty Strategy and secure funding to reduce fuel poverty.
- Develop Orkney as a Low Carbon Energy Innovation Hub, including LNG Distribution, hydrogen production and usage.
- Strategic investment in projects to generate income and/or deliver significant community benefits e.g. sustainable energy generation.
- Review and establish fresh approach for waste management, recycling/handling.
- Implementation of the Orkney Local Biodiversity Action Plan.
- Identify viable solutions to reduce risk of flooding to communities – St Margaret’s Hope, St Mary’s, Whitehall and Kirkwall.
- Retaining and enhancing costal flood protection of the public road infrastructure.

7.3.

The mid-term review of the Council Delivery Plan will enable climate change to be embedded within the Council Plan, as a new and specific Council priority, and allow further consideration of whether the measures currently contained in the Council Delivery Plan are sufficient to enable the Council to meet any future timescale it sets for achieving a zero emissions target. Potential other areas for further consideration include:

- Establishing a target timescale for zero emissions.
- Alternative fuels for the Council fleet.
- Work towards being carbon neutral in the procurement of goods and supplies.
- Working with partners to educate the community and promote understanding of the climate emergency.

8. Co-ordination and Resourcing

8.1.

The realisation of a zero-carbon society is a difficult task and will largely depend on the engagement and empowerment of local authorities in the development, implementation and monitoring of effective and target-orientated climate action. Orkney has been at the forefront of developing innovative energy systems solutions to achieve ambitious carbon reduction targets and, if this leading role is to be maintained, it is important that the Council provides leadership and that a dedicated resource is established to develop, co-ordinate and progress climate change actions, including preparation of a local delivery plan. The Council will need to adapt and change corporately at a strategic and operational level if a zero-carbon target is to be realised.

8.2.

Climate change is a challenging area of work which requires a dedicated resource and significant staff time to collaborate with partners to take this work forward. Local authorities across Scotland are benefitting from allocating additional staff time, including in many cases dedicated climate change officer posts to progress this growing agenda. Building in-house expertise and creating capacity to work closely with partners enables an efficient approach to adaptation where knowledge and expertise is shared and joint actions can be developed, implemented and monitored.

8.3.

Further consideration of the resources available within the Council and partner organisations to deliver the range of tasks and activities required to develop, co-ordinate and implement a programme of action to address the climate emergency has been undertaken, including discussions within the Orkney Energy Strategy Stakeholder Group. This has highlighted a lack of capacity within the Council and partner agencies to resource and progress activities. There is currently a lack of resources and skills in the Council to progress the climate change agenda and there is no capacity to absorb a major new priority of this scale within the workload of

existing posts. The overall conclusion is that it will be necessary to employ a dedicated officer, for an initial period of at least two years, to lead on climate change matters, for example development of an Orkney Climate Adaptation Plan as requested by the Orkney Partnership Board is typically a two year process, requiring full time input as well as pooling of knowledge and expertise from partners.

8.4.

In addition, there is currently no function within the Council which has a specific remit for climate change and plays a role in advising upon mitigation, adaptation measures, encouraging embedding of these measures into Council plans, policies and strategies and ensures direct links to the Orkney Partnership/Local Outcomes Improvement Plan strategic outcomes. Most activity is undertaken through topic areas, for example transport, waste, energy, environment, and reported independently through their own reporting structures.

8.5.

It is therefore proposed to establish a post of Climate Change Project Officer to facilitate activities already underway, together with co-ordination of climate-related policy and projects across the full range of Council services. Specifically, the post would:

- Work with community planning partners to lead and co-ordinate the preparation of an Orkney Climate Adaptation Plan.
- Ensure all actions owned by the Council within the Orkney Climate Adaptation Plan are implemented.
- Work with Heads of Service across all Council services to lead a review of all policy and practice across Council services to ensure the impact on the environment is assessed and that measures to reduce or eliminate carbon emissions are considered.
- Work with partners and the local community to identify and implement actions that the community can take to contribute to carbon reduction.
- Investigate funding opportunities for projects aimed at tackling climate change and where identified prepare and project manage the application process in order to draw funding into Orkney to support Climate Change activities.
- Appraise, develop and present climate change policy options.
- Co-ordinate and deliver Orkney related activities and provide support to Elected Members in participating in the Conference of the Parties.
- Provide expert support to a newly formed Council Climate Change Member/ Officer Working Group.

8.6.

The cost of a G10 post is £48,400 at the bottom of the scale, rising to £52,000 at the top of the scale, including all employer's costs. In order to allow for establishment of the dedicated post and provision of a small budget to allow for any ancillary expenditure associated with the duties of the post, a budget of £70,000 per annum for the two years is recommended. Establishment of this post and its proposed

duties fit well with the guiding principles agreed by the Council in December 2019 to guide deployment of the Crown Estate revenue funding for 2019/20 and in the longer term. These principles include providing support to measures that mitigate the effects of climate change, adapting to climate change, and build greater resilience to the effects of climate change and/or support the transition to a low carbon economy. It is therefore recommended that the costs associated with the post be met from the Crown Estate Scotland net revenue allocation to the Council.

8.7.

Development of a governance structure to provide political leadership and oversight of the Council's actions to deliver climate change commitments is also an important first step in the process. A short life Member/Officer Working Group is proposed, with a membership comprising seven Elected Members and officers as appropriate, to take this work forward. The Working Group will review what the Council is already doing to reduce its carbon footprint before considering and recommending new targets and priorities for including in the Climate Change Adaptation Plan and the Council Plan.

9. Human Resource Implications

9.1.

The job description for this post, attached as Appendix 1 to this report, has been job evaluated at Grade 10 (G10). G10 is a salary grade paid across five scale points (SCP) as follows:

- SCP 46 – £35,476.
- SCP 47 – £36,516.
- SCP 48 – £37,045.
- SCP 49 – £37,611.
- SCP 50 – £38,195.

9.2.

If approved, recruitment to the post will be undertaken in accordance with the Council's policy on Recruitment and Selection. Due consideration of any existing employees who may be eligible for redeployment would also have to be given prior to an open recruitment process.

9.3.

Employees have a statutory right to a redundancy payment after being employed for two years continuously. Under the Council's Redeployment policy, they would also be entitled to redeployment as an alternative to redundancy after this period. It is therefore suggested the post be filled on a temporary contract of 23 months in the first instance so that the post can be reviewed, and if necessary terminated, prior to the Council creating a redundancy or redeployment liability.

10. Links to Council Plan

The proposals in this report support and contribute to improved outcomes for communities as outlined in the Council Plan strategic priorities of Connected Communities, Thriving Communities, Enterprising Communities and Quality of Life.

11. Links to Local Outcomes Improvement Plan

The proposals in this report support and contribute to improved outcomes for communities as outlined in the Local Outcomes Improvement Plan priority of Strong Communities and a Vibrant Economy.

12. Financial Implications

12.1.

The report recommends establishment of a post of Climate Change Project Officer, initially for a period of 23 months, graded at G10, together with a small budget to pay for travel and ancillary costs, all estimated at £70,000 per annum.

12.2.

A G10 post would cost between £48,400 at the bottom of the scale and £52,000 at the top of the scale, including all employer's costs. An entitlement to redundancy pay arises after two years of continuous service. The recommendation is, therefore, to establish the post for an initial period of 23 months.

12.3.

The report has identified the Crown Estate Scotland funding received in July 2020 as a potential funding source for the budget of £140,000 referred to above. The Council was paid an allocation of £1,042,993.65 in July 2020 from the net Crown Estate income for 2018/19 to be applied in 2020/21. The award of Crown Estate Scotland revenue funding for 2017/18 initially identified as a funding source for the proposed post has been fully allocated, with the unallocated balance having been applied as a contribution to the Council's Coronavirus Response Fund.

12.4.

Whilst use of future Crown Estate monies is a possible source of funding for this post, if not utilised on projects such as this, the funding will be applied elsewhere on Council priorities. The Council has experienced a huge loss of income during 2020/21, as a result of the Covid-19 pandemic, together with additional costs, and will face significant recovery pressures in 2021/22. The Council is being asked to consider establishment of this post in isolation from the other cost pressures that it will undoubtedly face when setting its revenue budget for 2021/22.

12.5.

At the General Meeting held on 3 March 2020, the Council reaffirmed its policies of presumption against new commitments and the moratorium on staff establishment increases, which should continue to remain in force, with the following conditions:

- Exceptions might be considered for new commitments which were 100% funded by external bodies – proposals involving the Council in partnership funding shall require compensatory savings to be identified.
- The Council should consider undertaking new statutory duties or any case where it was considered that statutory duties were not being fulfilled, however, such duties having financial implications should first be reported to the relevant Committees for approval.
- The Council should consider new commitments where compensatory savings could be identified – any Committee considering such recommendations should, in the first instance, seek to identify savings from within its revenue budget.

12.6.

The recommendation to establish a new post, for an initial period of 23 months, with a budget requirement of £140,000, is clearly a new commitment that falls outwith the policy referred to at section 12.5 above. A funding source has however been identified to cover the cost of establishing the recommended post.

13. Legal Aspects

The Council has a duty in terms of Section 44 of the Climate Change (Scotland) Act 2009 to act in the best way calculated to contribute to the delivery of emissions reduction targets prescribed in legislation.

14. Contact Officers

John Mundell, Interim Chief Executive, extension 2101, Email john.mundell@orkney.gov.uk

Gavin Barr, Executive Director of Development and Infrastructure, extension 2301, Email gavin.barr@orkney.gov.uk

Karen Greaves, Head of Executive Support, extension 2202, Email karen.greaves@orkney.gov.uk

Roddy Mackay, Head of Planning, Development and Regulatory Services, extension 2530, Email roddy.mackay@orkney.gov.uk

15. Appendix

Appendix 1 – Climate Change Project Officer – Job Description.

| | |
|------------------------------------|--------------------------------|
| 1. Service | Development and Infrastructure |
| 2. Area | |
| 3. Job Title | Climate Change Project Officer |
| 4. Location | Council Offices, Kirkwall |
| 5. Reporting To | |
| 6. Grade | G10 |
| 7. Job Evaluation Reference | A5130 |
| 8. Competency Band | C1 |

9. Job Purpose

To lead, develop and co-ordinate delivery of policies, projects and activities across the Council, and with Community Stakeholders to support the delivery of climate change adaptation and mitigation in Orkney.

10. Job Specific Duties and Responsibilities

- Work with community planning partners to lead and co-ordinate the preparation of an Orkney Climate Adaption Plan.
- Lead the development, review and delivery of Council related actions contained within the Orkney Climate Adaption Plan including preparing a Council Climate Change Strategy and Action Plan.
- Work with Heads of Service, officers and frontline staff across the Council including staff based in education and health and care establishments to assess the risks of future climate change to their services and provide them with support to help deliver the Council's carbon reduction targets.
- Lead on providing climate change advice and guidance for corporate and strategic policy development (e.g. Council Delivery Plan) and ensuring that carbon reduction actions are embedded in Council policies and Service action plans.
- Develop and manage the delivery of a range of environmental projects as required meeting key deadlines and delivering outputs as agreed.
- Lead the pursuit of external project funding opportunities for major climate change related projects.
- Undertake consultation and promotion of Council initiatives regarding climate change and other projects to engage with the public and other stakeholders as required.
- Create and promote behavior change initiatives and climate change good practice focused on sharing the Council's commitment to climate change mitigation and adaptation.

- Carry out publicity associated with climate change, including delivering public presentations and workshops to Community Councils, Elected Members and other local groups.
- Undertake research and information gathering using a range of environmental, social and economic datasets to evaluate/inform/monitor policy impacts.
- Contribute to and where relevant coordinate stakeholder working groups and events associated with the progression of Climate Change targets across Orkney, including the community planning partnership, private and other public sector stakeholders.
- Represent the Council at a national level in relation to Climate Change activities at relevant forums, working groups and conferences.
- Compose, contribute to and facilitate responses to consultation requests from Scottish Government or other external agencies on climate change, sustainability and related issues.
- Prepare committee reports and briefing reports on complex environmental issues, in a manner which makes them readily understood.
- Attend and present to the relevant Committee and Member/Officer Working Group as required including leading the secretariat to any working groups directly associated with Climate Change.
- Provide expert advice in relation to enquiries by the public, Elected Members and by internal Services and key external stakeholders relating to climate change.

11. General Duties and Responsibilities

Working Environment

The postholder will predominately be office based, but duties and responsibilities will involve travelling between locations both within and out with the Council's administrative boundaries.

Communication

The postholder will be required to develop and maintain positive and effective communication with elected members, other Council staff including senior management, external customers, members of the public and other key agencies.

Responsibility for Employees

None.

Financial Resources

Responsible for budget monitoring and financial control of a limited Climate Change budget of up to £20,000.

Information Systems

The postholder will be required to use a range of computer packages, including Microsoft Office, and various Council and work specific related software/systems.

12. Corporate Responsibilities

As an employee of Orkney Islands Council; the postholder is required to:-

Observe the Council's policies regarding the data protection and confidentiality of information.

Observe the Council's Health and Safety and Risk Management policies

Be aware and adhere to the Council's policy on Equal opportunities and Diversity.

Undertake any training as necessary to carry out the duties of the post.

Participate in the Employee Review and Development Scheme as appropriate.

Undertake any other work as required up to and commensurate with the grade for the post.

The post holder may be called upon to support the response required to an emergency in line with the Civil Contingencies Act 2004.

13. Criminal Records Checks - please select the relevant option(s)

- This post does not require a check on criminal conviction history
- Under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015 you are required to disclose all criminal convictions from the 'offences which must always be disclosed' list and non-spent convictions from the 'offences which are to be disclosed subject to rules' list.
- This post requires a satisfactory Basic Police Act Disclosure check.
- This post requires a satisfactory Standard Police Act Disclosure check.
- This post requires a satisfactory Enhanced Police Act Disclosure check.
- This post requires PVG Scheme membership in respect of regulated work with Children.
- This post requires PVG Scheme membership in respect of regulated work with Adults.

14. Significant/Regular demands associated with the Role

| Task | Relevant (please tick) ✓ | Task | Relevant (please tick) ✓ |
|---|-----------------------------|--|-----------------------------|
| Driving (Car/Van) | | Exposure to Excessive noise | |
| Driving (HGV/PCV) | | Use of vibrating tools | |
| Display screen use | ✓ | Contact with skin irritants | |
| Food handling | | Contact with lung irritants | |
| Lone working | | Work involving strenuous effort | |
| Shift working | | Working at height | |
| Night working | | Working in static and/or awkward positions | |
| Working with people requiring physical assistance | | Working in confined spaces | |
| Working with people with challenging behaviour | | Sea going post | |
| Working with vulnerable adults | | Wearing breathing apparatus | |
| Working with children | | Working near traffic | |
| Administration of prescribed medication | | Other (please specify) | |

15. Politically Restricted Post

Yes No

This post is classed as a politically restricted post under the provisions of the Local Government and Housing Act 1989.

16. Contractually Required Professional Registration

Holding, maintaining and evidencing as requested registration with the identified professional body/organisation is a contractual requirement of working in this post. The specific level of registration required to be held is specified in the Person Specification under Qualification/Attainments.

- General Teaching Council for Scotland (GTCS)
- Scottish Social Services Council* (SSSC) * or other relevant professional accepted by the SSSC.
- The Law Society of Scotland
- The Chartered Institute of Personnel and Development (CIPD)
- Other, please specify below: _____

17. Unsocial and Other working arrangements relevant to this post

The working pattern for this post requires that contractually you are required:

- To work on a rota that requires regular 5 day over 7 working including weekends for which you will be paid 10% Unsocial Hours Allowance;
- To work on a rota that requires regular 5 day over 7 working including weekend and nights for which you will be paid 15% Unsocial Hours Allowance;
- To work all contracted hour at weekends, for which you will be paid a 25% Unsocial Hours Allowance;
- To work all contacted hours during the night, for which you will be paid a 33% Unsocial Hours Allowance;
- To participate in a rota of Sleep In cover at your place of work, for which you can claim sleep over allowance;
- To participate in a standby duty rota, for which you can claim standby allowance.
- To work additional hours depending on the exigencies of the services.

18. Agreement of Job Description (digital electronic signatures only)

Manager: _____

Human Resources: _____

19. Employee Acceptance of Job Description

Signature: _____ Date: _____

PERSON SPECIFICATION

| Service: Development and Infrastructure | | Area: | |
|---|---|-------------------------------|---|
| Post Title: Climate Change Project Officer | | | |
| Factor | Criteria | Essential or Desirable | How Assessed |
| Knowledge and Experience | Good knowledge of climate change science and the UK and Scottish Government policy context. | Essential | Application form and or interview |
| | Experience in inter-disciplinary working and working corporately. | Essential | Application form and or interview |
| | Experience of managing, developing and implementing projects. | Essential | Application form and or interview |
| | Experience of researching, analysing and interpreting complex technical information and presenting in a format that is easily understood | Essential | Application form and or interview |
| | Excellent written and verbal communications skills | Essential | Application form and or interview |
| | Working knowledge of Microsoft Office. | Essential | Application form and or interview |
| | An appreciation of rural and island communities and the special issues facing them. | Desirable | Application form and or interview |
| Qualifications/ Attainments | Educated to Degree level (or equivalent) in a relevant discipline. | Essential | Screening Question and Application Form |
| | Evidence of ongoing Continual Professional Development. | Desirable | Application form and or interview |
| Other Requirements | Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Service. | Essential | Screening question |

Core Competencies – These are the target behaviours the post holder should display
(Competencies are Essential criteria and are assessed as part of the interview process)

| | |
|---------------------------------------|---|
| Being Customer/ client focused | <ul style="list-style-type: none"> • Manages complex customer/client relationships. • Ensures regular contact with customers/clients is maintained until problems are resolved. |
|---------------------------------------|---|

| | |
|--|--|
| | <ul style="list-style-type: none"> • Consults on service provision and uses feedback to implement service improvements. • Develops and reviews quality standards for service delivery. • Manages customer/client expectations and conflicting needs. |
| Working effectively with others | <ul style="list-style-type: none"> • Builds and maintains constructive working relationships with other teams and groups. • Encourages equality and diversity in the workplace. • Treats people at all levels of the organisation with respect and values their abilities and contribution. • Tackles difficult issues of harassment, victimisation and racism in the workplace. • Facilitates open discussions and resolves conflicting views. • Creates opportunities to build and develop networking contacts throughout the Council to exchange information and ideas. |
| Managing Change | <ul style="list-style-type: none"> • Helps others to understand and address their concerns about change. • Proactively sells and champions change programmes to others. • Manages major conflict which could prevent changes being implemented. • Asks incisive questions to open up creative thinking and fresh ideas. • Assesses the impact of change and puts measures in place to minimise risk. • Plans the communication of change to explain what is different and what is the same. |
| Taking ownership and responsibility | <ul style="list-style-type: none"> • Creates a sense of urgency about a situation when deadlines are slipping. • Ensures actions which are down to others take place as necessary and/or expected. • Takes advantage of opportunities to influence future events. • Commits to own continuous improvement. • Is prepared to go beyond what appears to be required in the interests of the organisation. • Motivates individuals and groups to be proactive even when meeting resistance. • Keeps promises and honours commitments. |
| Communicating effectively | <ul style="list-style-type: none"> • Chairs meetings and facilitates groups effectively. • Conveys difficult messages and gains acceptance. • Diffuses conflict in a constructive and non-threatening manner. • Presents information in a persuasive and convincing manner. • Asserts own opinions and expertise in tough situations. • Is highly self-aware and sociable, buoyant and positive when communicating with others. |
| Planning and decision making | <ul style="list-style-type: none"> • Goes beyond information presented, and probes to get to the root of a problem, analysing cause and effect. • Balances strict technical interpretation of issues with the need for practical solutions. • Makes decisions that take account of multiple stakeholders. • Properly considers service cost and resource implications when making judgements. • Makes tough or unpopular decisions when required. • Anticipates future/issues and amends plans accordingly. |
| Leadership | <ul style="list-style-type: none"> • Motivates and drives teams to achieve service objectives. • Stimulates challenge and constructive debate within the team. • Spots talent and gets the right team together, designs and constructs a team to make best use of member's abilities. • Ensures constructive review takes place rather than apportioning blame. • Leads without interfering, steps back and trusts people. • Reinforces acceptable behaviours and values of the Council. |

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| | <ul style="list-style-type: none"> • Takes equal responsibility for the team's success and failures. |
| Political sensitivity | <ul style="list-style-type: none"> • Recognises service/Council wide constraints – what is or is not possible in different circumstances. • Uses service/Council wide relationships to get things done. • Accepts that the political decision-making process of the Council will influence the service. • Demonstrates awareness of political and community issues relating to local government. |