

Assistant Policy Officer - Carbon Neutral Roadmap

Department: Strategy, Planning, Policy and Performance
Section: Housing, Environment and Placemaking
Reports to: Programme Manager – Carbon Neutral Roadmap
JE Ref: CB1031
Grade: CS08

JE Date: 16/10/2023

Job purpose

The post-holder is required to provide comprehensive and effective project management and policy support to the teams within the Environment and Climate Team.

Job specific outcomes

- Manage discrete projects and/or workstream of specific programmes, as directed. This will include undertaking all aspects of management of specific departmental working and project groups and senior official/Ministerial groups. Undertake the role of Secretariat to the Carbon Neutral Roadmap team meetings, Programme and Sponsoring Group boards, taking minutes of meetings, updating existing records and supporting Ministers in developing their commentary and presentation around the issues to ensure appropriate governance around decision making.
- Undertake research and analysis of policy and the delivery of the Carbon Neutral Roadmap programme. Identify opportunities for improving efficiency and outcomes and support in updating project documentation. Develop briefs and policy recommendations to inform advice with particular emphasis on - but not limited to Carbon Neutral and other environmental policies to support the Island in becoming carbon neutral.
- Work with the Programme Manager for the Carbon Neutral Roadmap to deliver day-to-day project support to policy officers, help them manage projects within the Corporate Project Management Office framework. This work will include maintaining effective working relationships within the Government of Jersey, as well as establishing relationships with external project stakeholders. The postholder will be required to deal with project communications in a professional manner and ensure project updates are reported in a timely manner. This work will support the facilitation of projects being delivered on time and within budget as well as risks being adequately managed.
- Support the Carbon Neutral Roadmap Team in delivering on its policies and projects. This includes work to improve Jersey's compliance with the Paris Climate Agreement.
- Support the Climate Emergency Fund (CEF) by ensuring the effective running of the Fund. This will include carrying out administrative activities on carbon neutral grant schemes, liaison with grant applicants and suppliers, presenting to the Carbon Neutral Team, and monitoring of the grant scheme's budget. Within this programme ensuring that the decision-making processes are

monitored and recorded accurately. This will provide good governance of the Climate Emergency Fund and will ensure that the administration records are accurate and professional.

- Under supervision, provide draft answers to questions from States Members and responses to ministerial correspondence. Provide information for Senior Officers in meetings with politicians, external stakeholders, for States Assembly debates and in response to Freedom of Information requests to ensure provision of appropriate information and confidence in the government.
- Draft responses to public enquiries and work with colleagues in communications on drafting announcements in relation to the Carbon Neutral Programme initiatives, to ensure the Islanders are aware of the latest initiatives.
- Coordinate and deliver aspects of events related to environmental policies.
- Act as a role model at all times. Work collaboratively across government departments with other teams that delivers on workstreams which forms part of the Carbon Neutral Roadmap. This will include supporting other colleagues during increased workload within the directorate as well as covering during periods of absence. Undertake a range of ad-hoc work as required on larger projects or change initiatives to contribute to the development and improvement of the Carbon Neutral Roadmap agenda.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

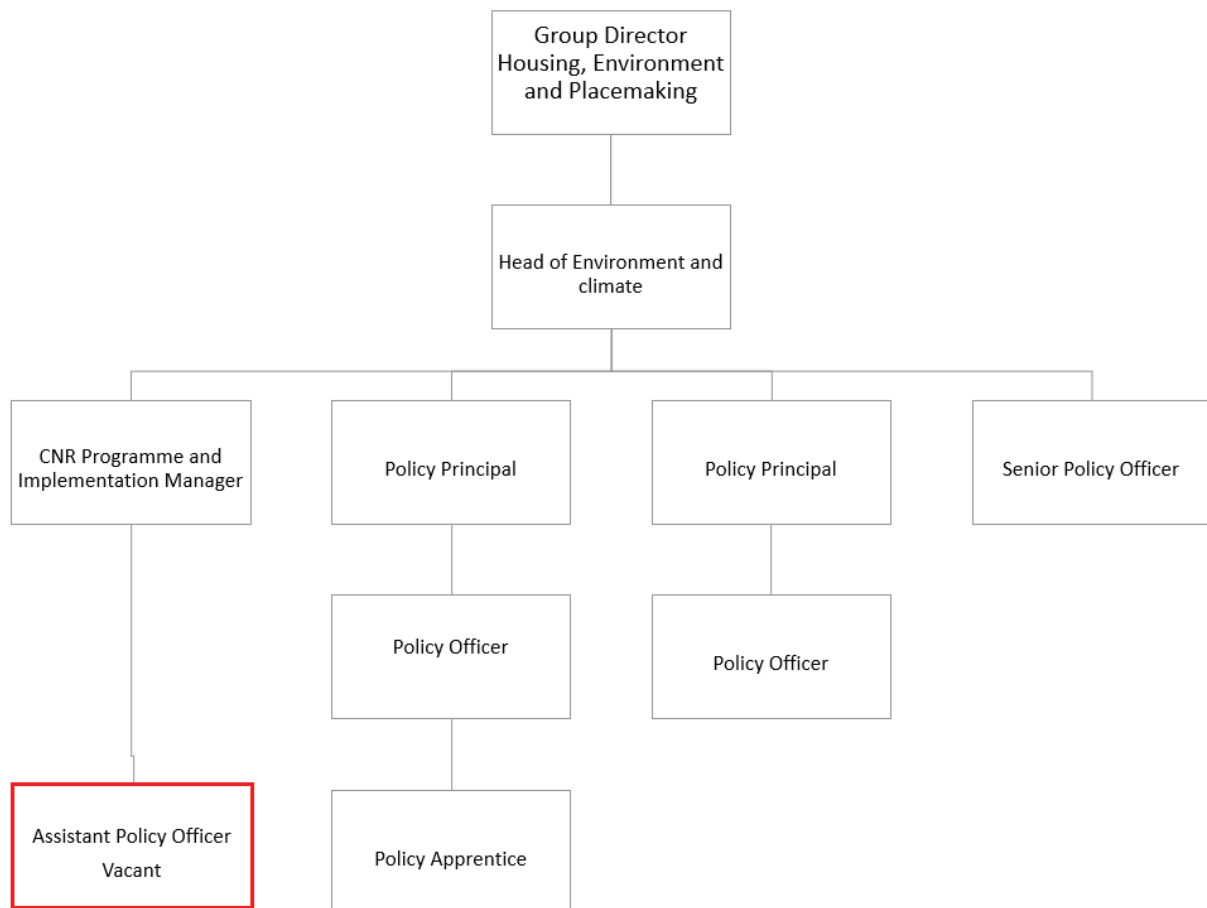
Services (TIER 1,2 and 3 jobs only-DELETE if not applicable)

Organisational structure

Government Departments



Organisation chart



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications</p> <p><i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	Educated to degree-level, or have equivalent experience within a major organisation.	
<p>Knowledge</p> <p><i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	Interest in and awareness of Climate change.	Experience of working in a project environment
<p>Technical / Work-based Skills</p> <p><i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	N/a	Proven ability to form opinions, analyse information and exercise sound judgment in decision-making and problem solving
<p>General Skills/Attributes</p> <p><i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>IT literate and conversant with Microsoft Office applications.</p> <p>Ability to build and maintain a wide network of stakeholders and contacts.</p>	Experience of operating with Office365 and Microsoft Teams.

	<p>Excellent verbal and written communication skills for briefings, strategy documents and policy papers Ability to work autonomously and apply Sound project management tools</p> <p>Ability to ensure delivery of events and engagements within specified budgets while ensuring value for money</p>	
<p>Experience</p> <p><i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Evidence of relevant work experience</p>	

Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.