

Carbon Neutral Programme Officer

Department:	Strategic Policy, Performance and Population	
Division:	Strategy and Innovation - Sustainability and Foresight	
Reports to:	Carbon Neutral Roadmap - Programme and Implementation Manager	
JE Reference:	SPPP1037	
Grade:	CS10	JE Date: 28/07/2022

Job purpose

In April 2022 the States Assembly approved the landmark Carbon Neutral Roadmap and in doing so set out an ambitious path for carbon emission reductions for Jersey. The roadmap lays out a number of key policy interventions set to kick-start the decarbonisation of all aspects of Jersey's economy over the coming decades. These policies form the Carbon Neutral Programme.

The Programme Officer will have a pivotal role at this exciting time in delivering the carbon neutral agenda, supporting the Programme and Implementation Manager to drive forward the delivery of the key carbon reduction initiatives across the Island.

The role provides a unique opportunity to be actively involved in delivering positive change for the Island and to make a valuable contribution to tackling global climate change.

Job specific outcomes

- Provides support in the delivery of Business Case benefits and outcomes for the Carbon Neutral Roadmap.
- Supports the Programme and Implementation Manager with the collation of programme performance data to support risk mitigation, issue resolution and decision making.
- Champions the use of best practice project management standards and processes as per the Government of Jersey's programme and project frameworks.
- Co-ordinates performance reporting against the Programme ensuring consistent and timely completion of status reports via the Government of Jersey's approved reporting tool (Perform).
- Provides secretariat support to the programme and the Carbon Neutral Programme Board ensuring that all governance arrangements are working effectively with the timely capture and distribution of minutes and actions from meetings.
- Provides co-ordination support to external reviews.
- Provides administrative support for budget management.
- Manages protocols to change the scope of projects and/or programmes and updates configuration documents as required.

- Supports the maintenance and update of risk logs.
- Supports the Programme and Implementation Manager draft press releases, develop key messages, and deliver communications plans and strategies and produce timely and accurate responses to complainants, comments and questions.
- Carry out research and analytics as required to support policy development and identification of preferred delivery option

Statutory responsibilities

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

Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Educated to degree level or with equivalent qualifications and experience.	PRINCE2 Foundation or equivalent.
Knowledge	Some knowledge of programme and project methodologies.	Demonstrable knowledge of climate science and energy and carbon management.
Technical / Work-based Skills	Working knowledge and proficiency in all Microsoft Office packages (e.g. word processing, spreadsheets, e-mail and internet use).	
General Skills/Attributes	Good communication skills, both verbal and written. Good time management and administrative skills.	
Experience	Minimum of 3 years experience in a project or policy role within an analytical or administrative environment. Experience of working with numerous stakeholders.	

Criteria relating to Safeguarding		
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Core Accountabilities, Attributes and Behaviour Indicators

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 4 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.