

Job Description			
Job Title:	Principal Environmental Sustainability Officer		
Grade:	10	Post No:	OPDC-PESO
Directorate:	Development		
Job Purpose			
<p>This role will be located within OPDC's Development Directorate, reporting to the Head of Infrastructure. You will be responsible for overseeing the planning and delivery of a number of sustainability workstreams including a Local Area Energy Plan and Sustainable Strategy to ensure that the development meets the Mayor's net zero targets, including exemplary standards of environmental sustainability.</p> <p>The role will involve advising internal planning, land development, and strategy teams on issues of policy and practice, and acting as the main contact point for relevant environmental sustainability stakeholders externally.</p>			
Principal accountabilities			
<ol style="list-style-type: none"> 1. Work across OPDC to support development and delivery of land and property development and infrastructure strategies and delivery plans in particular in relation to energy, water, waste, and smart city strategies. 2. Lead the development, and coordinate delivery, of OPDC's environmental sustainability policies, standards, strategies, projects and programmes across the organisation Lead the development of OPDC's environmental planning policy and support OPDC through consultation and examination in public. 3. Develop an evidence base to support OPDC's environmental position and maintain an up-to-date database and organisational knowledge of legislative, technical and policy changes. 4. Advise the Planning Development Management team on the environmental and sustainability aspects of major planning applications and infrastructure projects. 5. Support development of regeneration strategies, projects, and programmes to support the establishment, location, inward investment, and trialling of new environmental technologies within Old Oak West and Park Royal. 6. Engage with, and represent, OPDC at senior level meetings with stakeholders including GLA, central Government departments, local authorities, service providers and landowners. 			

7. Manage and carry out the secretariat functions for OPDC’s environment and utility advisory group, which has been established to advise OPDC officers on the preparation of environmental and utility policy and strategy.
8. Provide advice and briefings to Senior Management Team and to members of OPDC Planning Committee, and Finance and Investment Committee, and Board as required.
9. Prepare and contribute to reports, briefings, presentations and answers to questions on environmental sustainability policy issues for the Mayor, Mayoral advisors, OPDC Board, OPDC Planning Committee and senior advisors.
10. Manage the procurement and delivery of outputs of consultants as required.
11. Produce an annual sustainability report if required.
12. Work with OPDC senior management team to develop and embed environmental sustainability policies into the corporate plan.

Key contacts: Head of Infrastructure, Director of Development

Accountable to:	Head of Infrastructure
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Accountable for:	Resources allocated to the job
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Technical Requirements

1. Degree (or equivalent experience) in relevant discipline such as environmental management, environmental science, sustainable development, town planning, project management, engineering, construction, quantity surveying, architecture.
2. Demonstrable experience and success in an environmental sustainability related post and/or comparable regeneration programme and the key environmental sustainability challenges facing London and nationally.
3. Good understanding of environmental sustainability legislation, processes.
4. Demonstrated ability to manage programmes, projects, and consultants to time, budget, and quality.
5. The post holder is required to be flexible and adaptable as the needs of the organisation changes as it grows and develops. Responsibilities and reporting lines may change during the course of the year.

Behavioural Competencies

Stakeholder focus

... is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others' expectations.

Level 3 indicators of effective performance

- Understands diverse stakeholder needs and tailors team deliverables accordingly
- Is a role model to others, encouraging them to think of Londoners first
- Manages stakeholder expectations, so they are high but realistic
- Removes barriers to understanding the needs of diverse stakeholders, including hard to reach groups
- Focuses own and team's efforts on delivering a quality and committed service.

Strategic Thinking

...is using an understanding of the bigger picture to uncover potential challenges and opportunities for the long term and turning these into a compelling vision for action.

Level 3 indicators of effective performance

- Translates GLA vision and strategy into practical and tangible plans for own team or delivery partners
- Consistently takes account of the wider implications of team's actions for the GLA
- Encourages self and others to think about organisation's long term potential
- Informs strategy development by identifying gaps in current delivery or evidence
- Takes account of a wide range of public and partner needs to inform team's work

Planning and Organising

... is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

Level 3 indicators of effective performance

- Monitors allocation of resources, anticipating changing requirements that may impact work delivery
- Ensures evaluation processes are in place to measure project benefits
- Gains buy-in and commitment to project delivery from diverse stakeholders
- Implements quality measures to ensure directorate output is of a high standard
- Translates political vision into action plans and deliverables

Problem solving

... is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions.

Level 3 indicators of effective performance

- Clarifies ambiguous problems, questioning assumptions to reach a fuller understanding

- Actively challenges the status quo to find new ways of doing things, looking for good practice
- Seeks and incorporates diverse perspectives to help produce workable strategies to address complex issues
- Initiates consultation on opportunities to improve work processes
- Supports the organisation to implement innovative suggestions

Research and analysis

..is gathering intelligence (information, opinion and data) from varied sources, making sense of it, testing its validity and drawing conclusions that can lead to practical benefits.

Level 3 indicators of effectiveness

- Expands networks to gain new information sources for research and policy development
- Identifies and implements methods to ensure intelligence is of a high quality
- Encourages others to analyse data from different angles, using multiple perspectives to identify connections and new insights
- Tailors research investment in line with likely impact for Londoners and policy priorities
- Retains a bigger picture view, ensuring research recommendations are appropriate and practical for the GLA and its stakeholders

Responding to Pressure and change

...is being flexible and adapting positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift.

Level 3 indicators of effective performance

- Clarifies direction and adapts to changing priorities and uncertain times
- Minimises the pressure of change for the directorate, lessening the impact for the team
- Uses change as an opportunity to improve ways of working, encourages others' buy-in.
- Keeps staff motivated and engaged during times of change, promoting the benefits
- Takes ownership for communicating change initiatives clearly, ensuring smooth implementation