

**SOUTH WALES FIRE AND RESCUE SERVICE**  
**JOB DESCRIPTION**

<b>Department</b>	Finance, Procurement and Property
<b>Post</b>	Sustainability Officer (Fixed term Secondment)
<b>Post No</b>	TBC
<b>Grade</b>	Grade 13
<b>Location</b>	Fire & Rescue Service Headquarters
<b>Responsible to</b>	Property Strategy Manager

**This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.**

<b>MAIN PURPOSE OF THE POST</b>
To work with the Head of Finance, Procurement & Property, the Property Service Manager and other colleagues, partner organisations and community groups on the development, delivery and promotion of the Authority's Strategic Plan, strategies and associated work concerning carbon reduction, biodiversity, climate change mitigation and adaptation as well as other sustainability projects.

**DUTIES AND RESPONSIBILITIES**

- 1) To develop, implement and promote the Service's internal and external responses to carbon reduction, climate change mitigation and adaptation, biodiversity, as well as other aspects of sustainability.
- 2) Provide professional and technical advice on environmental management and best practice to the Service, colleagues, partners and the community on a wide range of issues relating to contemporary approaches to climate change, sustainability and the environment.
- 3) Advise members and colleagues, and in particular the Fire and Rescue Authority Members and the Senior Management Team on developing and implementing its approach to sustainability and related matters.
- 4) Devise and implement awareness and engagement campaigns, working with communications colleagues to publicise the Service's aims, initiatives and achievements through a wide range of communications media and channels.
- 5) Design and deliver a range of relevant presentations, training sessions and seminars to educate and promote actions across the Service and in the

wider community to address the climate change emergency and other related issues.

- 6) Plan and undertake research (including data gathering and analysis), reports and literature to assist the Service to understand the issues of climate change and sustainability and to encourage them to take action to strengthen performance.
- 7) Plan and undertake projects to deliver the Authority's strategic themes to address climate change and related environmental and sustainability issues, working with internal and external colleagues and organisations as appropriate.
- 8) Represent the Service as required at internal and external meetings and partnerships to promote the Service's work on sustainability and sound environmental management.
- 9) Work closely with the Head of Finance, Procurement and Property to identify relevant funding programmes and lead on or contribute to bids with analysis and data where appropriate.
- 10) Work with colleagues to develop an appropriate monitoring and reporting framework for climate change and sustainability related activity.
- 11) Work with a range of external partners, to increase the effectiveness of their climate change related activities, considering options to share resources and optimise the return on investment where possible.
- 12) To abide by the Service's Equal Opportunities Policy Statement which makes South Wales.
- 13) To act in accordance with the Service's health and safety policy to take reasonable care for your own health and safety and that of others who may be affected by your work activity.
- 14) To undertake such other activities as may be decided by the Service, the Head of Service or line management commensurate with the level of the post.

#### **STANDARD SERVICE REQUIREMENTS**

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

#### **ORGANISATIONAL VALUES**

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

All documentation is available in both English and in Welsh and we welcome communication in either language.

**Note:**

There will be frequent travel between sites throughout the South Wales area and the post holder needs to be able to travel independently.

The role involves dealing with vulnerable adults/children and as such the post holder will be required to undertake a Disclosure and Barring Service check.

The role involves some weekend work/working outside of office hours.

