|  |  |
| --- | --- |
| **APPRENTICE climate change** **SALARY GRADE: HBC3** **Apprenticeship Standard: Level 4 Corporate Responsibility and Sustainability Practitioner****Training Provider: Manchester Metropolitan University (18 months)** | Halton Borough Council resourcing@halton.gov.uk |
| Working at Halton |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture: * Working Together – building fantastic relationships with colleagues and customers
* Continuous Improvement – keeping great service delivery at the heart of everything we do
* Personal Growth – learning, growing and developing ourselves
* Accountability – doing what we say we are going to do
* Inspiring Leadership – positive roles models and leading by example

*To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)**We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**Aside from working with a great team, our employees have access to a fantastic range of benefits, including:* A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
* Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
* 3 x Salary Life Cover via Local Government Pension Scheme
* Investment in your personal development
* Free Car Parking at HBC sites
* Car leasing schemes

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job  |
| Working as an apprentice at Halton Borough Council offers a great opportunity to make a real difference to the community of Halton, whilst gaining valuable, hands-on experience. With a dedicated Apprenticeship Officer to support you throughout your journey, you will be given every opportunity to succeed. Additionally, apprentices are offered opportunities to network with other apprentices and professionals across the council, helping to build connections and develop their careers. As a Climate Change Apprentice, you will be responsible for facilitating the Council’s response to the Climate Change agenda. With support you will provide a wide range of technical duties to ensure an efficient and effective drive for continuous service improvement with a particular focus on Climate Change and Carbon reduction. You will support the opportunity and delivery of carbon reduction and other service improvement opportunities to enhance the provision, efficiency, commercial potential and accessibility of the services provided.More specific responsibilities include:* Provide project support to a range of projects including involvement in the implementation of services and initiatives in particular the Council’s carbon reduction and climate change activities – organise meetings, briefings, training sessions with / for officers, staff, members and third parties including diary management and meeting support including minutes and update of action log.
* Ensure that the relevant business intelligence information is collected and appraised to inform decision making, policy development and project delivery.
* Identify and deliver wide ranging service improvement and commercial opportunities.
* Monitor trends and changes and ensure your knowledge is maintained for new legislation, good practice and emerging technologies.
* Help to prioritise and schedule workload, track and manage deadlines, chase up and reports progress of actions agreed in projects and programmes.
* Identify ways and encourage others to make a positive contribution to the improvement of service delivery aligned to climate change action plan, strategies and policies.
* Liaise with appropriate colleagues and secure funding to support the Council’s climate change ambitions by identifying, preparing and submitting external funding bids as and when opportunities arise.
* Provide appropriate training to internal staff to promote better understanding of climate change and how it affects services and people.
* Work with the Council’s Communications and Marketing department to effectively communicate the delivery of the carbon reduction measures and the climate change activities to a variety of audiences.
* Using highly effective communication skills work with internal and external stakeholders on initiatives across the borough aimed at delivering the actions within the climate change action plan and the Council’s Priorities.
 |
| About You |
| The successful candidate will be educated to A level / T level / BTEC standard or equivalent.. In addition, you should :* Have a keen interest in Climate Change
* Maintain and organise your own workload to meet deadlines.
* A team-based focus with the ability to work collaboratively with Colleagues, Managers and Members to deliver projects whilst being able to demonstrate initiative and work independently.
* Maintain up to date knowledge of the relevant legislation.
* Efficient interpersonal and communication skills (both verbal and written).
* Computer literate in all Microsoft Office and web-based systems.
* Be able to accurately record, retrieve and display data in an electronic format.

As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. |
|  |  |
|  |  |
|  |