

Water Neutrality Officer

Department	Strategic Planning
Pay Grade	G7
Responsible to	Water Neutrality Project Manager

Role Purpose

To support the Water Neutrality Project Manager on activities associated with the development and implementation of a multi-million pound joint local authority-led water offsetting scheme to support planned development in Sussex North.

To identify and engage with potential offsetting providers across the Sussex North area, managing ongoing relationships with property owners and offsetting measure providers and secure properties and opportunities to be used as part of the water offsetting scheme whilst ensuring that the scheme has sufficient capacity to meet local plan growth needs.

Role Specific Responsibilities / Accountabilities

- To identify and evaluate potential offsetting properties and continually explore new opportunities based on criteria such as water availability, contractual terms, and suitability for offsetting purposes.
- To carry out the necessary liaison and negotiation with property owners or land managers to secure opportunities for the offsetting scheme, whilst establishing and maintaining positive relationships.
- To work with property owners and legal colleagues to establish and manage formal agreements for the use of properties or other opportunities for water offsetting activities, ensuring compliance with legal and regulatory requirements.
- To coordinate the day-to-day management and monitoring of offsetting properties including liaison with relevant development management teams in the Sussex North area and other stakeholders as necessary.
- To work closely with suppliers and contractors to procure necessary equipment, services, and expertise for water offsetting activities ensuring efficient use of resources and adherence to financial and procurement constraints.
- To prepare regular progress reports and updates on the status of offsetting activities for internal and external stakeholders, and to support the Project Manager and wider project team with other project comms and engagement activities as required.
- To support the Project Manager or others representing the Sussex North authorities at Local and Neighbourhood Plan examinations, hearings and public inquiries, and NSIP examinations, presenting as required, to seek to ensure that development takes place in accordance with national and local planning policy guidance.

- To stay informed and provide advice and feedback about relevant regulations, policies, and best practices related to water offsetting and ensure compliance with applicable requirements.
- To carry out such other duties that may reasonably be required.

Knowledge, Skills and Qualifications

Minimum knowledge, skills and qualifications required to perform this role, relevant experience may be a substitute.

Essential Criteria

- Educated to Degree level in a relevant subject, or equivalent experience demonstrating a high level of applied knowledge in environmental issues with a focus on water resources management, land or property management or development, 'neutrality' issues, or offsetting.
- A minimum of 3 years demonstrable experience in addressing complex environmental or built environment challenges, including familiarity with relevant legal and regulatory frameworks relevant to the role, such as environmental protection, water resource management, property management or contract management.
- Excellent communication and interpersonal skills, with the ability to effectively engage with a diverse range of stakeholders and to convey complex and/or contentious issues to various audiences through detailed reports, recommendation papers, emails, and formal presentations.
- Proven ability to work independently and collaboratively in a dispersed team in a dynamic, fast-paced environment, managing multiple priorities and deadlines, and using strong problem-solving skills to identify, evaluate and secure water offsetting opportunities.
- Experience of successfully building credible working relationships and positive partnership working.
- Experience of implementing and monitoring outcomes of environmental programmes and reporting on progress, while managing resources and budgets effectively and efficiently.
- Chartered Membership, eligibility to progress to membership, or willingness to work towards membership of a relevant professional body (e.g. CIWEM, RTPI, RICS, APM).
- Full UK Driver's licence and use of a car.
- Excellent time management and organisational skills.
- To be computer literate and able to use a variety of programs as part of the postholder's work.

Desirable Criteria

- Sound understanding of water management principles, including water efficiency and/or water scarcity.
- Knowledge of relevant UK legislation, regulations, and standards related to water management, planning or environmental conservation, especially related to the Habitats Regulations.
- Demonstrated experience in securing land use agreements, negotiating contracts, and managing supplier relationships.
- Experience working in the public sector or with local authorities.
- Proficiency in project management tools, scheduling, and reporting.

Appendix

Generic Employee Responsibilities / Accountabilities

- Contribute to the delivery of the corporate objectives of the council developing good working relationships to promote the interests and reputation of the council building a positive image of the organisation.
- Participate in a culture of learning, collaborative working and excellence to build a culture of high performance, which inspires and supports the delivery of the council's District Plan.
- Ensure that all duties are carried out in compliance with relevant statutory processes, corporate policies and the council's constitution.
- Proactively seek opportunities to continuously improve ways of working and council services by evaluating activities to enhance performance.
- Promote equality, diversity, access to services and tackling discrimination both within and outside the council to ensure there is a clear and consistent focus across the organisation and its partners in delivering an inclusive customer experience to all.
- Generally to comply with the Health and Safety policy and guidance ensuring the required mechanisms are used and to support the promotion of a culture of good health, safety and welfare, especially if nominated or appointed specifically to carry out simple checks at your place of work and log the activity.
- Follow the council's safeguarding procedures and promote the welfare of children, young people and vulnerable adults across council services.
- Participate in risk management in service areas and follow required reporting procedures, as appropriate, to minimise risks to the council's operations.
- Follow and adhere to all Data Protection procedures and processes in accordance with relevant legislation ensuring all personal data of employees, members of the public and clients is used appropriately and retained within guidelines.
- The Returning Officer in this constituency is responsible for the election process. There is an expectation that council employees will, as reasonably requested to do so, assist the returning officer in election processes.
- In the event of a major incident or disaster you may be required to provide assistance in whatever capacity necessary to provide the necessary organisation, co-ordination and supply of resources to support the local key emergency services.

Generic Employee Behaviours

Our behaviours framework links to our values and identifies the core knowledge, skills, behaviours and attitudes we require from our people to deliver services.

Customer Focus

- Deliver a high standard of customer services
- Develop effective customer relationships
- Improve customer service to meet local needs and aspirations

Achieving Excellence

- Strive to be excellent
- Deliver increasing efficiency / effectiveness
- Use taxpayers' money wisely to deliver the highest quality services to the satisfaction of our customers

Our People

- Work collaboratively together as one team
- Invest in own performance and career and support colleagues
- Work creatively and responsibly