



MERSEYSIDE RECYCLING & WASTE AUTHORITY

## JOB DESCRIPTION

<b>SECTION</b>	Strategy & Development
<b>JOB TITLE</b>	<b>Sustainability and Climate Action Officer</b>
<b>GRADE</b>	Band G SCP 33-34
<b>SALARY RANGE</b>	£42,708 to £43,693
<b>LOCATION</b>	Mann Island
<b>PRIMARY PURPOSE OF THE JOB</b>	<p>To coordinate and assist the Authority's response to the climate emergency.</p> <p>To embed climate considerations into project development and decision-making processes across the Authority.</p> <p>To drive the Authority's Sustainability monitoring, reporting and action. To support MRWA to achieve its net zero and zero waste targets.</p>
<b>DIRECTLY RESPONSIBLE TO</b>	Strategy & Development Manager
<b>DIRECTLY RESPONSIBLE FOR</b>	None

### PRINCIPLE DUTIES

1. To contribute to the development and delivery of Authority strategies, action plans and briefings, as part of the Strategy and Development team.
2. To lead the development of the Authority's climate emergency response.
3. Co-ordinate and promote the strategic role of waste prevention as a way of tackling climate change and achieving zero waste across Liverpool City Region.
4. To monitor the Authority' carbon footprint and develop a delivery programme to enable the Authority to meet its carbon reduction target and its environmental performance requirements.

5. Undertake research and development on waste prevention and behavioural change methods in relation to sustainable waste management issues across Merseyside.
6. To work with stakeholders and residents to promote the waste hierarchy and facilitate projects which enables Merseyside) to move towards zero waste.
7. To lead on delivering, monitoring, and reporting on the Authority's Climate Action.
8. To coordinate the monitoring and reporting of MRWA activities against the UN SDGs.
9. To lead on research and offer recommendations on improving and developing the Authority's sustainability reporting.
10. To take a lead in the development of reuse activities across the Authority.
11. To lead development of MRWA's policies on sustainability, carbon reduction and climate change.

#### **OTHER DUTIES**

1. To support climate communications and education initiatives with relevant content for our website, social media and campaigns and internal communications.
2. To lead staff awareness/training on climate change, carbon literacy and sustainability issues.
3. Keep up to date with regional and sub regional climate change activity and engage with national and sub-regional officer networks and forums.
4. The above duties do not include or define all tasks that may be required by the postholder. The Post holder may be directed to work flexibly in other areas where responsibility levels are commensurate with the employees' grade of pay in order to ensure that resources are deployed effectively and where necessary across the Authority.

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#### General Statement

The above duties do not include or define all tasks that may be required by the postholder. The duties may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

#### Health and Safety at Work

The Health and Safety at Work Act stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.

#### Equal Opportunities

The Waste Disposal Authority is an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. The Authority condemns all forms of harassment

and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

### Risk Management

To support and contribute to the delivery of the Authority's Risk Management Strategy and to effectively manage those strategic and operational risks for which the manager has responsibility.

### Sustainable Procurement

To effectively requisition goods and services in line with the Authority's sustainable procurement policy

	Date	Name	Post Title
Revised	7 <sup>TH</sup> April 2010	Paula Pocock	Assistant Corporate Services Manager
Revised	30 <sup>th</sup> April, 2012	Paula Pocock	Assistant Corporate Services Manager
Reviewed	19 <sup>th</sup> February, 2018	Jane Nolan	Business Services Manager
Revised	27 <sup>th</sup> February 2025	Rebecca Haynes-McCoy	Strategy and Development Manager