

Post Title: Scottish Climate Intelligence Service Local Lead

Reports to: Capacity Building Manager

Grade: PO2 - SCP27 £35,146 – SCP30 £38,380

Location: Your primary place of work will be West Lothian Civic Centre, Howden South Road, Livingston, West Lothian EH54 6FF but the Company reserves the right to change this to any place within 30 miles of this office. It is anticipated that the role will involve a blended model of office and home working. Travel throughout Scotland may be required and as this is a partnership project with the University of Edinburgh, meetings may be held at Edinburgh Climate Change Institute. This flexible approach will be agreed between employee and line manager. Attendance will be required, in person, at quarterly meetings either in the Livingston office or at another suitable venue. Expenses will be agreed on a case-by-case basis.

Duration of contract: 31 March 2027 (with likely extension beyond this date subject to funding)

Contract type: The post is available as a fixed term contract, full time or part time.

Company Overview:

The Improvement Service (IS) is the 'go to' organisation for Local Government improvement in Scotland. Established in 2005, our purpose is to work collaboratively to help councils and their partners to improve the health, quality of life and opportunities of all people in Scotland through community leadership, strong local governance and the delivery of high quality, efficient local services. We do this by providing a range of transformational change and improvement support, data and intelligence services and digital public services.

The IS is a not-for-profit company limited by guarantee. A Board of Directors governs the company, nominated from its membership, which consists of Scotland's 32 Local Authorities, COSLA and Solace.

The IS supports Local Authorities in a complex and rapidly evolving operating environment which includes extensive policy and legislative developments, a drive for continuous improvement and transformation, a massive shift in digital technology, changes to the wider framework of local democracy, increasing demand and expectations, and diminishing resources. To add value in this context we are responsive and agile and continuously evolving and innovating to meet the needs and expectations of Local Government.

Working for the IS means joining a small family of professionals, who work together to strive for continuous improvement in the public sector and ultimately, better outcomes for Scotland's communities.

Our company headquarters are based in West Lothian, located conveniently for commuters between Edinburgh and Glasgow. Pay is only one of the benefits of working for the IS, our terms and conditions are progressive and flexible, and employees are rewarded with a generous annual leave entitlement of forty days per year.

The Improvement Service is committed to promoting equality and diversity in all its activities to promote inclusive processes, practices and culture.

The IS is a Disability Confident Employer. We are committed to interviewing anyone with a disability who meets the essential criteria.

Part 1 – Job Role

Background:

The IS, working with the Edinburgh Climate Change Institute (ECCI), the Sustainable Scotland Network (SSN), COSLA and Scottish Government, has established the Scottish Climate Intelligence Service which builds capacity within Scottish local authorities to improve decision making for area-wide emissions reduction by providing the data and tools, and building the skills and confidence in using them, to deliver better climate outcomes and realise the social and economic benefits of a zero carbon Scotland.

The Scottish Climate Intelligence Service is funded by Scottish Government and the 32 local authorities through COSLA.

The programme will support Scottish Government to reach its outcomes and targets for climate change. It will support local authorities to understand if they are on track for the legislated national target of Net Zero by 2045, target policies and actions towards particular emissions sources, and embed climate impact into local decision making to deliver their own commitments and co-benefits for health, equality and resilience.

Purpose:

The purpose of this role is to support the Capacity Building side of the Scottish Climate Intelligence Service (SCIS), working closely with the Capacity Building Manager and wider team of Local Leads, to deliver practical insight and support at local level. The role works closely with groups of local authorities, providing a local assessment service and supporting capability and capacity building. This supports local authorities to understand the data presented on the data platform, to decide on relevant local interventions to reduce carbon emissions and to use this to inform planning and budget decisions. The roles are locally focused to provide a service driven by need. They provide tailored support whilst drawing out common themes and connecting to the Data Team and Programme Management to facilitate knowledge sharing and support continuous development of the service. Local authorities are supported to understand the data from the national emissions dataset and how to use this to take evidence-based decisions on projects to maximise carbon reduction.

The appointment will be for a term of up to 12 months (depending on when recruited) with the likelihood of re-appointment subject to continuation of funding, a satisfactory performance assessment and the role meeting the continuing requirements of the Scottish Government, COSLA, the Improvement Service, ECCI and SSN.

Scope:

The SCIS Local Leads are based in the Improvement Service (IS), and work closely with ECCI, Scottish Government, COSLA, SOLACE, Sustainable Scotland Network, other national partners, such as Public Health Scotland, as well as local authority partners.

The SCIS Local Leads undertake engagement and liaison with local authorities, to identify learning and skills needs in regard to use of the data provided by the SCIS. They are responsible, alongside

the data team, for delivering the training programme to local authorities and other relevant stakeholders in how to use and analyse the data provided and how to use this to inform decision making and prioritising of projects to tackle carbon emissions in each area. They are part of a network of local climate change and sustainability officers and other interested stakeholders, encouraging the identification, dissemination and sharing of good practice.

Key tasks and accountabilities:

1. Deliver training programme for a range of key stakeholders such as Elected Members, senior leadership teams and climate change practitioners. This will include workshops, events and feeding into the production of quality learning materials.
2. Work in partnership with local officers, and other relevant bodies to continue to understand user needs and update and develop an assessment of skills and capability requirements.
3. Provide support and input to the SCIS User Group and work closely with them on the development of the training programme.
4. Work with the SCIS Data Team and fellow Local Leads to identify common challenges, solutions and solve issues to provide a quality service to local authorities.
5. Respond to technical assistance inquiries from partners by assessing their needs, providing training and development that addresses the identified needs, providing information and resources to assist the organisations.
6. Curate a range of high-quality information resources on best practice and learning, such as summary papers, training videos, e-newsletters, blog posts, case studies etc
7. Help to maintain a database of resources and subject matter experts to support partner organisations.
8. Work with SCIS, ECCI and IS staff to measure and report on the impact of capacity building services.
9. Work with the SCIS team and partners to help co-ordinate and deliver national, regional and local events to share good practice and learning.
10. Support councils and other stakeholders to track the impact of the SCIS on the delivery of key outcomes about area-based emissions.
11. Provide reports and updates to the Programme Management Office.
12. To undertake other specified duties and responsibilities from time to time, as required.

Part 2 – Person Specification

REQUIREMENTS (E = Essential; D = Desirable)	E	D
Education • Educated to degree level or equivalent in a relevant discipline • Project or programme management training or equivalent experience • Relevant Postgraduate / professional qualification.	X	 X X
Skills • Excellent interpersonal, oral and written communication skills, with the ability to communicate complex ideas clearly in order to influence change and improvement. • Training and capacity building skills. • Able to quickly develop strong working relationships with key stakeholders (including councils and relevant key stakeholder organisations). • Ability to show the implications of data and make this understandable for others. • Excellent collaborative working skills. • Strong organisational skills and proven record in managing and delivering projects. • Proven record of ability to think innovatively and creatively.	 X X X X	 X X