



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority
Human Resources Committee

ENVIRONMENT AND SUSTAINABILITY MANAGER

Report of the Chief Fire Officer

Date: 09 January 2009

Purpose of Report:

To seek approval from Members for the establishment of a new post of Environment and Sustainability Manager.

CONTACT OFFICER

Name : Neil Timms
Head of Finance & Resources

Tel : (0115) 967 0880

Email : neil.timms@notts-fire.gov.uk

Media Enquiries Contact : Elisabeth Reeson
(0115) 967 5889 elisabeth.reeson@notts-fire.gov.uk

1. BACKGROUND

- 1.1 Nottinghamshire Fire and Rescue Service engaged Atkins environmental consultants in early 2008 to undertake a piece of work designed to ascertain compliance with environmental legislation and good practice, and to provide a tool for measuring the environmental impact of the Service, thus enabling measures intended to produce improvements in environmental performance to be identified, implemented and their effectiveness measured and reported.
- 1.2 This work was recommended by the Risk Manager on the basis that the Service did not appear to have a systematic approach to managing its environmental risks and responsibilities. Atkins' report and performance measurement tool is intended to provide the Service with a platform from which to build its environmental management capabilities

2. REPORT

- 2.1 Members will recall that the Authority formally signed up to the Nottingham Declaration on Climate Change in February 2008. The Declaration is a voluntary pledge to address the issues of climate change and represents a high-level, broad statement of commitment that any Authority can make to its own community.
- 2.2 Members may also be aware that sustainability is one of the themes in the developing Local Area Agreements for the County and the City as well as being a key line of enquiry for external assessment via Comprehensive Performance Assessment (CPA) and Comprehensive Area Assessment (CAA). It was important therefore in engaging a consultancy, to ensure that as well as considering the statutory aspects of environmental management, they would also assist the Authority in developing an ongoing system for measuring environmental performance such that the carbon footprint of the Authority can be reduced over time.
- 2.3 A number of fire authorities have begun work in this area, notably London, as part of the former Mayor's ambitions to reduce the carbon footprint of the capital and in Hampshire, where an environment officer has recently been appointed.
- 2.4 In Nottinghamshire there have been a number of activities designed to improve the impact on the environment, such as the use of ultra low sulphur diesel, consideration of electric vehicles and improved recycling. These initiatives whilst clearly contributing to the reduction of environmental impacts have not been quantified and are not part of a wider managed approach.
- 2.5 The environmental project involved performing environmental audits at a sample of stations (wholtime and retained) along with Service Development Centre and Headquarters. These audits were to enable a view to taken as to

statutory compliance and also to collect and analyse environmental impact metrics which can be applied as a baseline assessment across the Service.

- 2.6 These audits showed that there are a number of actions that the Service needs to take to ensure legal compliance, and to enable it to manage its ongoing environmental responsibilities. Fundamentally the Service does not have any staff with the necessary skills to manage environmental matters or set up and monitor compliance systems.
- 2.7 The actions can be broadly categorised as relating to premises, procurement and local management. For these reasons, it is felt appropriate that the corporate environmental remit should sit with the Estates and Procurement section, as this section is best placed to provide the Service's environmental management centrally, but that there is also a parallel need for interfaces with, and input from, stations. All the recommended actions indicate that knowledge or competence in environmental management is essential – something that the Service has already accepted it does not have. Furthermore, these recommendations will involve a substantial initial and ongoing time commitment and together with the ongoing workload generated by environmental performance monitoring and reporting, this indicates that the workload can not be accommodated within existing resources.
- 2.8 A number of the actions have a timescale of 'immediate' and concern the legal compliance of the Service. Until such time as resources can be made available the Service will remain at risk of environmental prosecution should there be any incidents where there is non-compliance. It is therefore imperative that the Service addresses the 'immediate' recommendations as a matter of urgency.
- 2.9 In addition to the legal requirements for environmental compliance it is becoming increasingly important that the Authority looks to assess and reduce the environmental impact of operations such that a realistic contribution can be made to overall national targets for reducing carbon emissions/footprints etc.
- 2.10 As described above a number of baseline assessments have been carried out for Nottinghamshire and a system of recording has been devised that will allow progress against environmental targets to be monitored.
- 2.11 The Authority's Risk Manager in partnership with the consultants has also devised a scoring system which condenses a series of complex metrics into a simple impact score which will, over time, allow environmental budgets to be created. The ultimate aim of this is to allow "impact points" to be exchanged for real revenue budget to contribute towards other environmental initiatives.
- 2.12 In order for these two distinct workstreams of sustainability and environmental compliance to be pursued, it will be necessary to create a post for an individual who has the necessary skills and qualifications to carry out this role. This means having a professional qualification and membership of an appropriate professional body.

- 2.13 A draft job description and person specification is given at Appendix A and the post has been evaluated at Scale 6 (£34-39k including overheads).

3. FINANCIAL IMPLICATIONS

- 3.1 The costs of this post can be met from within the pay contingency budget which remains unspent in 2008/9. This creates additional base budget sufficient to cover the costs of this post.
- 3.2 Failure to implement the recommendations in this report leaves the Service exposed to fines resulting from breaches to environmental legislation.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

The recommendations in this report will result in the recruitment of an additional post for the Estates and Procurement team.

5. EQUALITY IMPACT ASSESSMENT

There are no equality issues resulting from the recommendations in this report.

6. CRIME AND DISORDER IMPLICATIONS

There are no crime and disorder implications arising from this report.

7. LEGAL IMPLICATIONS

The recommendations in this report are intended to enable the Service to address current, and reduce the risk of future non-compliances with environmental legislation.

8. RISK MANAGEMENT IMPLICATIONS

The implementation of these recommendations will reduce financial and reputation risks to the Service arising from breach of environmental law. The recommendations in this report are as a direct result of the Service managing its environmental risk.

9. RECOMMENDATIONS

That Members approve the creation of a new post of Environment and Sustainability Manager.

10. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)

None.

Frank Swann
CHIEF FIRE OFFICER

NOTTINGHAMSHIRE FIRE AND RESCUE SERVICE

JOB DESCRIPTION

POST: Environmental Manager

GRADE:

POST REFERENCE:

CONDITIONS OF SERVICE:

RESPONSIBLE TO:

General Description of Post

The post holder will be responsible to the [] for the effective day-to-day management of all environmental matters related to the service's operational and non-operational activities. This will include close liaison with others at the service in relation to matters associated with energy management, built infrastructure and estates/planning.

The post holder will be responsible for identifying and analysing all existing, new and emergent environmental aspects, impacts and associated potential liabilities at the service, and also analyse and report on associated legal, financial implications for the service.

In addition, the post holder will be responsible for ensuring that adequate environmental controls, procedures, policies, performance tools, audit programmes and best practice principles are embedded throughout the service.

The post holder will be expected to influence the decision making process when identifying whether environmental matters will require capital expenditure and/or further risk management.

The post holder shall regularly consider and recommend a range of environmental management strategies that are aimed at reducing our environmental compliance and risk profile and develop objectives and targets aimed at reducing costs through improvement made in energy and resource reduction initiatives.

Additionally, the post holder will liaise with regulators, local authorities, solicitors, other service departments and other intermediaries as required in order to obtain, supply and control environmental documentation, and where applicable, licensing/permitting.

Specifically:

Environmental Management

1. To provide strategic Environmental Management advice to the Chief Officer and Principal Officers and to be directly responsible for all relevant service-wide environmental documentation and outputs.
2. To identify all environmental impacts and aspects associated with the service's operations and put in place the necessary procedures, policies, strategies and controls to minimise adverse impact in light of changing legislation and the regulatory framework.
3. To develop and implement non-regulatory 'best-practice' environmental / sustainability policies and strategies.
4. To establish areas of potential cost reduction through improved environmental performance, and develop strategies aimed at realising these savings.
5. To maintain and further develop use of the internal environmental sustainability key performance indicator reporting tool (EPT), ensure timely collection of data and reporting of analysed performance data to senior management. This will include creation, development and implementation of supporting EPT data collection initiatives.
6. To advise and assist in the preparation of the Service's Integrated Risk Management Plan.
7. To advise on suitable environmental protection measures and controls in order to maintain the good reputation and public image of the service.
8. To advise on general asset protection measures and site security as required to ensure that the risk from environmental hazards are minimised.
9. To promote an environmental management & protection ethos throughout the organisation.
10. To advise, guide and / or provide specific training to other departments / employees (e.g. fleet, procurement and estates) and contractors on environmental matters, where necessary, including in the setting up, implementing and reporting of data required for the EPT.
11. To develop an Environmental Management System that has the potential to become certificated, if required.

Compliance & Liability Management

1. To create, maintain and audit against the environmental legislative register, and to audit the service's operations, sites, supply chain and contractors with regard to environmental criteria.
2. To provide guidance and advice to Strategic Management Team on those areas of the service that will be impacted by changes in, or forthcoming environmental legislation, and to provide timely guidance 'briefings' in relation to each issue.
3. To assist the Risk Manager in the identification and analysis of environmental liabilities to which the service may be exposed and offer guidance on actual and potential environmental hazards present at the service.
4. To monitor external sub-contractor duties in relation to the Service's environmental aspects and ensure that all appointed contractors are appropriately trained, qualified and or permitted/authorised to conduct the work. This may include provision of on-site training and awareness raising and/or verifying that evidence of training and/or certifications etc. are in existence for these contractors.
5. To act as the main point of contact for external enquiries from environmental bodies / other interest groups, stakeholders and regulators and hold responsibility for providing adequate response to enquiries for information under the Environmental Information Regulations.
6. To investigate and report on environmental incidents / accidents and amend policies and controls where shortcomings are highlighted.

Financial

1. To monitor operational costs associated with energy usage through the environmental key performance indicators and internal tracking systems and to propose technical costed solutions to reduce our operational costs where appropriate.
2. To review the cost of environmental consultancy or environmental contractor work to ensure that the costs being offered for the services are reasonable and secure Best Value.
3. To assist in the review of energy and waste management/disposal contracts and offer advice on suitable alternatives in line with Best Value and performance criteria.

Specific Health & Safety Responsibilities

To liaise with the Service's Occupational Health Nurse Practitioner and Health and Safety Adviser to ensure occupational health, safety and welfare issues are

considered when devising environmental management initiatives and material handling and control.

To identify situations where environmental management initiatives may impact on existing safe systems of work, or result in a system of work that needs to be risk assessed.

To pursue environmental management initiatives in the context of the safe systems of work outlined in the Service Written Safety Policy and Standard Operating Procedures.

General Responsibilities (all employees)

(a) Health and Safety

To take reasonable care for your own health and safety and work and that of other persons who may be affected by your work activities.

To co-operate with Nottinghamshire Fire & Rescue's attempts to comply with health and safety legislation. Where appropriate you must safeguard the health and safety of all persons affected by the work activities you supervise at any premises you have control over.

To work in a safe manner in which you have been trained and instructed and advise your line manager of any health and safety problems you become aware of.

To familiarise yourself with the contents of the Service's Written Safety Policy.

(b) Use of equipment and other appliances

To take proper care in handling, operation and safeguarding of any equipment, vehicles or appliance, used or issued by the Service or provided or issued by a third party for individual or collective use in the performance of the job holder's duties

(c) Equalities

To uphold the Nottinghamshire Fire and Rescue Service's Fairness at Work and Equal Opportunities policies and practices and to treat all colleagues, service users and contacts with respect and in accordance with the expectations laid down by the Service.

To promote and deliver fair and quality services that are sensitive and responsive to all service users.

(d) Code of Conduct

To adhere to the standards of the Code of Conduct established by the Service.

(e) Personal Development

To keep up to date with current practice, undertake training and Continuous Professional Development as appropriate.

(f) Information Technology

To comply with security measures to protect against unauthorised access to, alteration or disclosure of information held on computer and ensure adherence to the principles of the Data Protection Act.

To undertake any training and operation of new technologies and associated systems as required.

PERSON SPECIFICATION

ENVIRONMENTAL MANAGER

	ESSENTIAL	DESIRABLE
Education and Training	<ul style="list-style-type: none"> • 5 GCSE's or equivalent (including maths and natural sciences (chemistry, biology and or physics) • 2/3 A-Levels or equivalent (including at least one from natural sciences) • Fully qualified Member or Fellow of one relevant professional body i.e: <ul style="list-style-type: none"> → Full Member (MIEMA) of the Institute of Environmental Management & Assessment (IEMA); → Full Member (MIEnvSc) of the Institute of Environmental Sciences (IES); → Full Member (MCIWEM) of the Chartered Institution of Water & Environmental Management (CIWEM) or; → Full Member (MCIWM) of the Chartered Institution of Wastes Management (CIWM) 	<p>Degree/Honours degree and/or with Masters degree with qualification gained in one of the following:</p> <ul style="list-style-type: none"> • Environmental Sciences/Management or Environmental Engineering • Natural Sciences (Chemistry, Geology, Biology etc) <p>Attained / Seeking to attain Chartered status through one of the listed relevant professional bodies:</p> <ul style="list-style-type: none"> • Chartered Environmentalist (CEnv)
Skills /Attributes	<p>High level of numeracy i.e. understanding of mathematical concepts up to GCSE standard (or equivalent) along with ability to perform calculations accurately and at speed</p>	Ability to practically apply risk assessment techniques
	<p>Effective oral communications i.e. to include presentation of information to elected members, senior management and managers in other departments</p>	
	<p>Clear written expression. To include ability to adapt to written style according to audience/material</p>	
	<p>Ability to organise own time – includes managing competing demands at work and study as well as managing time whilst at work</p>	

	ESSENTIAL	DESIRABLE
Skills /Attributes	Logical and determined approach to problem solving – includes having confidence to raise questions where necessary	
	Ability to work under pressure	
	Evidence of influencing skills	
	Ability to use word processing packages	Ability to use Microsoft Word
	Competency in the use of Microsoft Excel	Knowledge of Excel to an advanced/highly competent level
	Ability to adapt to use computer based event recording databases.	
	Negotiating skills	
	Effective trainer and communicator in environmental/sustainability issues	Undertaken 'train the trainer' course
Knowledge	Working knowledge of current and future environmental legislation and best practice	
	Working knowledge of environmental and sustainability performance measuring techniques, key performance indicator data collection and reporting	
	Working knowledge of auditing – for compliance and environmental management systems	Registered internal EMS auditor or equivalent
	Knowledge to develop environmental policies, procedures, controls, objectives and targets, guidance, environmental management systems and other environmental strategies	
	Knowledge of current energy and environmental/sustainability issues related to built infrastructure, construction, planning and estates management	Knowledge of sustainable construction design (e.g. BREEAM) and experience of estates & construction related issues
	Knowledge of budget management	

	ESSENTIAL	DESIRABLE
Knowledge	Understanding of the health and safety issues associated with this post	
	Understanding of the principles and application of equal opportunity practice	
Experience	Experience of environmental management within a service-led or similar business operation	
	Experience of dealing with regulators on environmental issues and compliance	
	Experience of developing in-house environmental management programmes and strategies	Formalized environmental management systems