

Sustainable Scotland Network Steering Group Recruitment – person spec and details

The below information is for applicants to the Steering Group. Recruitment is open until **12noon on 14 December 2018**. We are accepting applications and inquiries and will appoint 4-6 new steering group members by January 2019.

Applications should include your personal details (name, title, organisation and contact email and phone) and a brief supporting statement indicating why you would like to join the Steering Group and what you will bring to the role. Please include the names and contact details of two references – at least one professional. You are welcome to submit other relevant details or a CV. *

Please read the information below regarding the role and purpose of the Steering Group before applying.

- Get in touch with any questions – email siobhan.dunn@ed.ac.uk or george.tarvit@ed.ac.uk
- Submit your application to siobhan.dunn@ed.ac.uk by **12noon 14 December!**

The role

Benefits:

- Develop strategic leadership skills – Steering Group members help shape the strategic direction of the Network and ensure the programme of activity delivers impact and links to key public sector leadership groups.
- Use your influence – members have an influential role in decision-making in the public, private and third sectors and work directly with policy and delivery leads and expertise.
- Make a difference – the Steering Group has a championship role within the SSN and across the public sector, members are ambassadors for the Network and for public sector leadership on climate change and sustainability.
- Represent your sector – members have an active role in reflecting the interests and challenges of their sector, play an active role in Network engagement and awareness.

Responsibility:

- The Steering Group is responsible for the strategic direction of the SSN and providing a challenge function to the secretariat, ensuring outcomes and impacts are achieved, in line with agreed plans.

Term:

- Steering Group members are asked to commit to a three-year term and can put themselves forward at the end of three years for another term.
- Steering Group members should be SSN members and employed by a public sector organisation in Scotland.
- Steering Group members can resign due to unforeseen circumstances and their role will be recruited for or left vacant until such time as the annual recruitment process is live again.

General Duties, members may be expected to:

- attend between four and six Steering Group meetings per year including a full day planning meeting at the start of the year.
- convene or facilitate working groups or task groups on key areas, to communicate and cross promote events and initiatives from the Network.
- communicate the key messages of the SSN, understand and disseminate the wider narrative on Scotland's work on climate change (adaptation & mitigation) and sustainability and the contribution and leadership of the public sector. Members may be asked to contribute to policy consultations and give evidence.
- represent and reflect the needs and challenges of the wider membership and their own sector and seek to develop partnerships and collaborations across the public sector.
- contribute to the development of the secretariat and the delivery plan and activities.
- have an ambassadorial role and represent the SSN at key events and meetings, in speaking roles and presentations, and to their own organisations and sectors as well as the wider public sector.
- be available for ad hoc requests for information and support, particularly in relation to their portfolios/areas of interest

Time commitment:

- Approximately six days of time are expected across the year.
- Attendance at quarterly steering group meetings and an annual planning session as well as events, task groups and sectorial meetings.
- Reporting back and responding to requests from SSN members and the wider network.
- Responding to regular communications between other members and the secretariat.
- Keeping abreast of key policy areas and wider climate change agenda as well as professional developments and emerging trends within the sector.

Qualifications / Skills Requirements:

- Steering Group members should be public sector employees and a member of the SSN.
- Members should have a professional interest, remit or qualification in climate change (adaptation, mitigation) and sustainability and an understanding of the critical role of Scotland's public sector in delivering and showcasing climate action.
- Particular experience, expertise or understanding of the key delivery areas of the Climate Change Plan is desirable – including but not limited to: transport, energy efficiency and waste.
- Skills, background and expertise in the following areas are also of direct relevance:
 - Finance and investment
 - Change management / behaviour change
 - Communications / marketing
 - Carbon accounting and reporting
 - Governance and strategic management
 - Research and innovation
 - Partnerships and collaboration – ie business, community, public sector
- Willingness to commit time and effort to developing the Network and to be an ambassador for the SSN within your own organisation, with peers and colleagues and across the sector.



About the SSN

Purpose and structure

The SSN is the national network for public sector sustainability and climate change professionals. It exists to support these professionals and their public sector organisations, so that the public sector is better able to deliver on sustainable development and climate change.

The Scottish Government published the Climate Change Plan earlier this year, setting out policies and proposals that everyone across Scotland needs to work together on to help tackle climate change. The Climate Change Plan includes a monitoring framework, and the Scottish Government is establishing a Governance Board to oversee progress. There is more work to do to ensure that the right structures are in place to drive delivery, but we are clear that public bodies and the SSN have a crucial role to play here, as well as in the development of the Second Scottish Climate Change Adaptation Programme, which is due for publication in 2019.

SSN is funded through a Scottish Government contract that provides for a secretariat and an associated work programme. The secretariat is based at the Edinburgh Centre for Carbon Innovation (ECCI) and is a partnership between ECCI and the charity Sniffer (also based at ECCI).

SSN's work programme focuses on three parts of a virtuous cycle:

- Raising awareness and understanding within the public sector of climate change and sustainability;
- Building capacity and supporting improved delivery of public sector action on climate change and sustainability; and
- Reporting on climate change and sustainability, in ways that supports understanding, action and impact.

Members

SSN membership is open to all public sector professionals with a focus on delivering positive action on climate change and sustainability.

The Network offers a programme of support, capacity building, communications and events focused on key themes and offering peer-to-peer support and wider networking opportunities.

SSN provides support to the public bodies recognised as major players on climate change. In 2018 there were 180 major players, and SSN has members in all of these public bodies. SSN supports PBCCD reporting with up-to-date guidance, email and phone support and training for lead reporting members.

We encourage members to:

- **Share experiences and information** on sustainability issues and practice.
- **Develop and apply** common tools and models to achieve scale.
- **Work together** on common projects in order to accelerate action.
- **Communicate a shared story** about Scotland's delivery of sustainability and climate action.



SSN Steering Group

The Steering Group provides a senior-level, trusted space for public sector practitioners and decision-makers to engage directly with the Scottish Government, to work directly with peers from across the public sector, and to steer the development of SSN.

The Steering Group is made up of SSN members, strategic partners, the Scottish Government, ECCI, and Sniffer. The Steering Group can also have observers who bring specific skills and experience.

The Steering Group acts as the principal leadership group for SSN, providing advice and practical support to the secretariat. It also offers a valuable opportunity for public sector sustainability and climate change champions to engage at national level and to guide the development and delivery of Scotland's premier public sector network on sustainable development and climate change.

The SSN Steering Group has four main roles. These are:

- Strategic leadership – providing a challenge function to the secretariat, ensuring outcomes and impacts are achieved, in line with agreed plans;
- Influencing – influencing decision-making in the public, private and third sectors, and providing a link to leadership (organisational and groups such as the Scottish Leaders Forum, SOLACE, Chief Executives Forum, etc);
- Championing SSN – using the SSN narrative to raise SSN's profile, promote the SSN and inspire change; and
- Representing members – reflecting the interests of Network member groups and sectors; providing contacts and networks that add value to SSN.

The Steering Group elects an SSN Chair and Vice Chair. The Chair and Vice Chair play a lead role in working with the secretariat and the Scottish Government to develop, implement, monitor and review SSN. This includes the role and impact of the SSN Steering Group and the secretariat, as well as the SSN programme.

** To comply with GDPR, all documentation will be deleted following the recruitment process.*