

Job Specification

Job Title: Climate Change Programme Manager

Grade: 11

Job Evaluation Code PR2023

Reporting to:
Team Leader, Housing Policy & Energy

Manager's Grade: G12

Location: Wakefield One

Service Area:
Economic Growth & Skills

Service Directorate:
Regeneration & Economic Growth

Workstyle:

Workplace based and mobile with some 'working from home'

Overall Purpose of the Post:

To lead, develop, coordinate and deliver the Council's Climate Emergency Action Plan and wider strategic energy related programmes/projects to achieve agreed objectives. The post will ensure these work streams are aligned and integrated with the wider service and Council and delivered through partnerships with public, private, voluntary and community sectors.

This post, through reducing carbon emissions and climate change impacts, supports the Council's Vision for the Wakefield district by creating 'Successful Places' and 'Successful People'.

Requirements for the post.

	Essential	Desirable
Qualifications	<p>Hold a degree or equivalent level qualification in Regeneration, Economic Growth, Energy and Environmental or other relevant discipline.</p> <p>Evidence of relevant continuing training and professional development.</p>	<p>Business management graduate level or equivalent qualification</p> <p>Prince 2 or equivalent.</p>
Knowledge	<p>An advanced theoretical knowledge of project management principles when designing, coordinating and delivering large scale projects and programmes.</p> <p>An understanding of current legislation and national/international energy, environment, carbon reduction, climate change and/or sustainability policy issues.</p> <p>Detailed knowledge of applying qualitative and quantitative data to support the development and delivery of projects and programmes.</p> <p>Evidenced understanding of business case development and viability assessments when developing new projects and seeking approval.</p> <p>Evidenced understanding of the role of multi-agency partnerships and the principles of stakeholder management when delivering projects and programmes.</p> <p>An understanding of funding opportunities and innovative models.</p> <p>A knowledge of financial principles when delivering project and contracts.</p> <p>A knowledge of procurement and contract management principles and processes secured through working with public sector partners, external providers and contractors.</p> <p>Evidenced understanding and track record of effective resource management and staff development principles and practice.</p>	<p>An understanding of communication and marketing channels and techniques.</p> <p>Specialist knowledge in energy efficiency, energy management, climate change, carbon reduction, environmental, regeneration and/or wider sustainability issues.</p>
Experience	<p>Experience of delivering energy, carbon reduction, climate change, environmental,</p>	<p>Experience of delivering communications and marketing</p>

	<p>regeneration and/or sustainability related projects/programmes.</p> <p>Extensive and proven experience of project and programme and team management at a high level.</p> <p>Substantial experience of developing and delivering high quality programmes and projects over the long term</p> <p>Experience of developing and influencing policy, targets, strategy and processes that are supported by sound evidence.</p> <p>Extensive experience of developing and sustaining effective partnerships at national and/or local level, with public, private and/or community and voluntary sectors.</p> <p>Extensive experience of effective stakeholder evaluation, communication and management techniques.</p> <p>Experience of co-ordinating the gathering of information, monitoring, analysis, reporting and reviewing of key issues opportunities, risks and performance.</p> <p>Experience of writing detailed reports and briefings, and giving specialist professional and technical advice.</p> <p>Experience of developing, tendering and managing the delivery of contracts and dealing with contractors including challenging poor performance.</p> <p>Experience of delivering effective face-to-face communication and verbal presentations to a range of audiences.</p> <p>Experience of financial control, monitoring and evaluation processes and managing budgets and resources which may exceed £1m.</p> <p>A proven track record of identifying opportunities, creating and delivering innovative programmes and projects.</p> <p>Experience of writing funding bids and creating investment cases to secure resources.</p> <p>Experience of Health and Safety awareness both in relation to staff in carrying out day to day activities and in respect of projects/inspection practices.</p>	<p>including the use of social media.</p> <p>Experience of establishing and maintaining performance management frameworks.</p> <p>Experience of managing, motivating and training staff in a project setting, allocating work and assuring quality.</p>
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	Experience of staff supervision and leadership through the delivery of projects and programmes	
Physical Skills	<p>Flexible approach to working hours.</p> <p>Able to attend meetings and events outside normal working hours.</p> <p>A full clean driving license.</p>	
Competencies and other skills	<p>Proven track record demonstrating an ability to manage a number of complex programmes and projects at any one time.</p> <p>Proven track record demonstrating an ability to prioritise and organise own workload and that of others and to work from own initiative without supervision.</p> <p>Excellent interpersonal skills with the ability to communicate, negotiate and be persuasive, both verbally and in writing, with Elected Members and a variety of senior representatives from a range of organisations.</p> <p>Ability to motivate and inspire team, partners and contractors to achieve high performance standards.</p> <p>Ability to monitor, interpret, manage and present financial and statistical data.</p> <p>Ability to produce clear and compelling briefings and reports on complex and technical issues.</p> <p>Have a working knowledge of Microsoft Office applications or equivalent.</p> <p>Able to demonstrate knowledge and/or experience of equalities and diversity issues.</p> <p>Excellent customer service skills, including the ability to deal with difficult customers.</p> <p>Demonstrable ability to innovate, respond to new opportunities and bring best practice as part of continuous service improvement.</p> <p>Able to provide effective supervision and guidance to staff and teams that involves the delivery of staff development, evaluation and feedback</p>	<p>Ability to research and analyze complex issues and draw out strategic implications.</p>

Key Outcomes/ Activities

Generic Responsibilities:

1. To support and embrace the Council's High Performance Environment Culture.
2. To support the production and delivery of a service plan for the service, taking account of the Corporate Plan, budget, service standards and future developments or trends.
3. Ensure that systems and processes are in place and followed within the service to support the delivery of improvement, value for money, performance management targets and the Councils Priorities.
4. To develop, support and deliver corporate initiatives.
5. To support the delivery of service objectives, ensuring that it is done within budgets and that the service delivers value for money. For the Council and its citizens.
6. Support positive communication across the organisation, encourage constructive relationships, including with the Council's key partner agencies.
7. Understand the role in context of the wider Council needs and to part cross cutting project teams across the Council as needed.
8. Sustain a positive working partnership with elected Members and support their overview and scrutiny role. Provide advice as required, including preparing and presenting complex, quality and timely reports.
9. To research, develop and recommend policies and strategies in respect of functions within service.
10. To make contributions to corporate initiatives as and when required and corporate inspections (e.g. Internal Audit, IIP, and Value for Money)
11. To support the delivery of a customer focused service across the Council and to continuously improve the service area.
12. Comply with the Council's Constitution, policies and governance arrangements.
13. Ensure all services are delivered equally and fairly for all users and customers.
14. To be positive and challenge inappropriate behaviours and act within Council policies on equalities and diversity, financial issues and customer care.

Specific Responsibilities:

1. Manage and coordinate the Council's Climate Emergency Action Plan and the associated governance structure of the Programme Board, Project Board and other linked groups and meetings.
2. Manage the ongoing process of Climate Emergency Action Plan monitoring, review and evaluation, and produce progress reports for Senior Management, Elected Members, Scrutiny Committee and other groups and forums.
3. Lead the ongoing development, initiation, delivery and monitoring of the Council's Climate Emergency Action Plan programme and projects, both internal and external, and ensure they are in line with budgets, targets, timescales and strategic objectives.
4. Research, design and develop new and revised climate change and energy policy, strategies, processes and targets within the Council and with a range of partners.
5. Interpret data and intelligence in order to inform the development and delivery of the Climate Emergency Action Plan and ensure there are links to economic, housing, regeneration and environmental agendas.

6. Lead the development and delivery of ongoing Climate Emergency linked communication and promotional activity to increase awareness, understanding and commitment to action amongst staff, partners, organisations and citizens.
7. Build links and lead the delivery of an ongoing communication programme with key internal and external Climate Emergency stakeholders to keep them informed, deliver consultation and gather feedback.
8. Identify new and innovative climate change, carbon reduction and energy related opportunities and challenges for the Council and the Wakefield district and make recommendations and develop business cases for new projects and policy responses.
9. Give specialist professional and technical advice, briefings and presentations on the specified complex topic areas to Councillors, Senior Management, Scrutiny Committee, colleagues, stakeholders, partners and members of the public.
10. Co-ordinate the gathering of information, monitoring, analysis, reporting and reviewing of key issues opportunities, risks and performance to plan and enable effective programme delivery.
11. Coordinate the development and delivery of the Council's wider strategic and large scale, as well as community based, energy projects including the development of business energy advice and support, and renewable energy and low carbon energy initiatives.
12. Initiate, develop and coordinate procurement, negotiation and contract management of Climate Emergency Action Plan and other energy related projects.
13. Work closely in partnership with the Council's energy partner and the Corporate Landlord Team to develop and deliver Climate Emergency energy projects and strategy.
14. Identify opportunities and develop funding bids to secure additional resources for Climate Emergency Action Plan and other energy projects.
15. Develop and sustain effective partnerships to achieve the programme/project goals at national and local level, with public, private and community and voluntary sectors.
16. Develop and maintain close working relationships with West Yorkshire Combined Authority, BEIS and other organisations to maximise the value of these partnerships and the investment of resources in energy and low carbon programmes and influence energy policy and investment across the LCR.
17. Represent the Council at regional energy, climate change and sustainability related forums and meetings.
18. Motivate and guide supervised staff through effective performance management and training planning and professional development.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Responsibility for Resources

Employees (Supervision):

Direct reports – 0

Indirect reports – 1+ (may be required to supervise staff/teams on project/programmes on an ad hoc basis).

Financial: The Postholder is accountable for authorising, committing and monitoring approved expenditure

Capital programme – £1m+

Revenue – c£20,000

The postholder is also responsible for developing opportunities to generate income from energy related projects.

Production of external funding bids and management of projects which may exceed £1m.

Physical:

Energy advice vehicle together with display and promotional material.

Outside events.

Site and property visits which could be frequent and could include construction sites, derelict land, old buildings and business premises.

Staff appraisal.

Assurance on the safe use and storage of data.

Provision of technical advice, in particular to directly help people, organisations and businesses to reduce fuel usage and carbon emissions.

Customers and Clients:

Personal contacts:

Internal: Elected members, Scrutiny Board members, Head Teachers, Finance staff, Public Health staff, Legal staff, Procurement staff, Engineers, Streetscene staff, corporate Energy Team

External: Government agencies and working parties, national, regional and local networks, Yorkshire Purchasing Organisation, other Local Authorities, Utility Suppliers, Consultant Architects and Design Engineers, Power Distribution companies, Registered Housing providers, private landlords and local businesses

Working Conditions:

Visits to sites and premises will be required.

Attendance at external meetings, locally and regionally

Some out of hours and weekend working will be required

Characteristics of the post:

Employees are encouraged to participate in training activities in order to enhance their own personal development.

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

Evidence of a satisfactory safeguarding check e.g. a DBS check.

Date completed: October 2019

