

Role Title	Climate project manager
Job Family	Climate Emergency (in NED)
Competency Level	Principal Officer/Manager
Pay Range / Scale	PO4
Purpose The Climate Emergency team is dedicated to achieving dramatic reductions in carbon emissions in the Borough in line with the Council's Mission to Lead the way for a net-zero borough. This role will be critical to accelerate progress. As a core team member you'll work closely with other Climate team officers and lead cross-cutting work across the Council. You'll take an active role in driving positive action across the organisation and the Borough. Your remit will be diverse and fast moving. You will be dedicated to leading projects addressing domestic energy efficiency, tackling fuel poverty, and tracking and driving down our own operational emissions. You will also support delivery of Nature recovery projects closely with external partners.	
Generic Accountabilities	End Result/Outcomes
Plan and organise work to ensure the delivery of those aspects of the service for which responsible.	Work is completed on time and to the quality and standards required. Changes to priorities are accommodated. Service is delivered to organisational requirements and reflects customer and stakeholder requirements, within organisational constraints. Professional and legal compliance is assured.
Undertake / support consultation procedures. Identify issues, resolving as appropriate and escalating complex problems if necessary.	Activities are undertaken according relevant guidelines / regulations / procedures. Customer / stakeholder views are available to inform recommendations. Data and measurements are accurately recorded.
Collate process and analyse complex information. Ensure all required records and information are maintained correctly.	Information / applications are processed according to procedure. Information is managed efficiently and accurately. Data is recorded and stored in compliance with national standards and can be shared, as appropriate, with other agencies.
Prepare and present results / responses / reports / recommendations.	Accurate, complete and relevant information / reports are provided for internal and/or external use. Issues are clearly summarised, progress and implications are reported.

	The council's position is clearly stated.
Provide authoritative advice, guidance and support to colleagues, customers and stakeholders. Respond to and investigate enquiries / escalated complaints.	Information, advice and support are accurate, timely and constructive. Problems are identified. Issues are managed through to a satisfactory conclusion, or escalated if appropriate. Risk to the Council / customers is minimised.
Contribute to identifying and delivering information / activities to support service delivery / promote the service area /.	Requirements are effectively identified. All materials / activities are delivered to the required standards and timescales. Information / activities achieve desired results.
Challenge customers' practice and minimise risk, referring concerns to line manager.	Customer risks are assessed. Relevant health, safety and welfare requirements are met.
Work closely with others to clarify changing requirements. Identify, recommend and support the development and delivery of improvements. Contribute to the development and implementation of policies, procedures and systems.	Improvement opportunities and plans to achieve them are identified and recommended. Agreed improvements are developed, delivered and evaluated. Changes are effectively communicated to others.
Lead projects or improvement programmes, or contribute to the delivery of larger projects	Practical, effective solutions are developed and delivered in accordance with legislative requirements and good practice guidelines and address any relevant environmental / conservation / technical / design issues. Projects are delivered to agreed specification, timescales and budgets. All project documentation and reports are completed correctly.

Support others in their development, including external organisations / customers where appropriate.	Identify any changes that may impact the service / profession. Contribute to the development of others (e.g. through sharing knowledge and skills, acting as a coach or mentor, or providing feedback).
Develop good working relationships and communicate effectively with internal / external organisations / partners and stakeholders. Represent specialist area internally and / or externally. Model, demonstrate and promote good practice relevant to the role.	Relevant work area reputation is maintained or enhanced. Stakeholders are engaged with activity relevant to them. Positive feedback is received from stakeholders. Communications are clear, well planned and effective. Best practice is shared and promoted.
Support partnership agreements and partnership working within area of responsibility.	Activities which support partnership working are effectively delivered. Partnership working groups produce valid and timely outputs.
Contribute to service / business plans for area of responsibility and to wider service planning and development activities. Contribute to budget planning as required.	Service / business plans reflect input.
Quality check documents, decisions and / or presentations before delivery	All work meets the required standards
Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.	All policies and procedures are complied with.
Job Specific Accountabilities:	
Plan, direct and coordinate activities to manage and implement projects from initiation to implementation	Projects deliver all required outputs to relevant quality standards within agreed timescales and budgets.
Collate and analyse complex information to create expert insights and recommendations for continual improvement	Clear recommendations take on feedback from key stakeholders alongside data insights Effective communication through project summaries and regular updates instigate action and improvements
Procure and manage external technical consultants to advise and	Effective scoping of external expertise required and appointment of appropriate technical advice; considering maximising quality and value for money.

deliver to defined project specifications.	
Engage collaboratively with stakeholders and partners, facilitate co-design approaches and ensure commitment to aims of the project through the effective use of influencing skills.	Stakeholders are engaged in the design, development and delivery of projects. Stakeholders express high levels of satisfaction with project delivery
Manage the development of individuals and teams to ensure that they meet their objectives and address any issues as appropriate.	Individuals and teams are set objectives that they consistently meet or exceed. Under-performance is identified and addressed at the earliest opportunity. Best practice is captured and shared via a 'lessons learnt' process.

Nature of Contacts

Typically involves Heads of Service and Senior Managers across the authority, and external agencies and organisations providing advice.

Work directly with colleagues internal and external, other providers and external agencies to gather and exchange information and co-ordinate actions.

Develop sensitivity, persuasiveness, and negotiation and assertiveness skills to communicate with diverse audiences across a range of circumstances. Deal with people at all levels confidently, sensitively and diplomatically.

Provide specialist advice, guidance and support on issues within area of responsibility; develop and maintain joint working and promote the Council position.

Consult with stakeholders to identify requirements. Communicate changes in policy and working practice to contacts.

Procedural Context

Act within guidelines and standard procedures with discretion to allocate or otherwise organise work to meet service delivery requirements.

Plans own time and co-ordinates the work of others. Plan, organise and deliver interventions and actions. Responsible for professional advice, assessments or referrals.

Exercise professional judgement in assessing stakeholder requirements, potential risk and quality assurance of service. Monitor and evaluate performance / service delivery, ensuring all parties are informed of progress / issues as required. Thinking creatively to ensure high performance in the service.

Provide support to customers, colleagues and other stakeholders through applying knowledge of systems, procedures and best practice.

Responsible for meeting performance standards within a policy framework and regulatory guidelines. Accountable for proper use and security of information, resources, equipment and/or facilities within area of responsibility.

Use initiative to deal with complex issues and respond appropriately in an unpredictable work environment. May involve isolated working outside core hours.

Occasionally the post will be expected to work from other locations

Key Facts and Figures

Hybrid working supported

If full-time, at least 2 days in person at the Council Town Hall office or other specified location in the Borough per week, on Tuesdays and one other week-day.

No DBS required

Resourcing

Budget Responsibilities: none directly

Reports to: Senior Climate Project Manager / Climate Programme Manager

Supervisory Responsibilities: Potential to line manage individuals at this grade. Part of support for wider Climate team, each and every one of us support our colleagues and lead by example

Responsibility for: Council equipment including IT assets such as laptop and peripherals

Knowledge, Skills and Experience

- Excellent written and verbal communication skills and the ability to build strong relationships
- Can demonstrate a calm and confident approach to supporting a complex service area, excelling with multiple tasks and responsibilities at the same time.
- Experience of report writing and communications for a variety of audiences, demonstrating high levels of numeracy and literacy
- The ability to distil and analyse complex information into clear recommendations and insights
- Be effective at monitoring and reviewing progress of own work as well as that of others and external consultants.
- Demonstrates reflective approach to own performance, can communicate positively about improvements needed and takes pride and ownership in work
- Self-starter with a proactive attitude and high degree of initiative, urgency, and follow through.
- Ability to work autonomously to meet the objectives of the organisation, and confident to seek support when needed.
- Take a proactive approach to problem solving. Inform the Senior Manager of any challenges in a timely manner and propose and implement solutions.
- An ability to respond to unpredictable volume of work, with a positive attitude and a willingness to learn new ways to accomplish work activities and objectives.

Indicative Qualifications

Degree or equivalent or vocational qualification in relevant subject or area

Evidence of Continuous Professional Development

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed