

Northumberland Council

JOB DESCRIPTION

Post Title: Senior Climate Change and Sustainability Manager	Director/Service/Sector: HR/OD Directorate / Improvement and Innovation Service / Business Intelligence and Performance / Climate Change Team		Office Use
Grade: 9	Workplace: County Hall		JE ref: 3800 HRMS ref:
Responsible to: Senior Project Manager	Date: January 2021	Manager Level:	
Job Purpose: The primary objective of this role will be to provide expert sustainability advice and guidance, and to develop and deliver; sustainable projects, policies and programmes collaborating with internal and external stakeholders to provide alignment against organisational and national direction.			
Resources	Staff	Line Management responsibility for 5-8 FTEs, external contractors and temporary staff	
	Finance	Development of business cases for carbon reducing works, leveraging public and private funding to achieve key aims, management of capital allocation for renewable projects (Circa £5m)	
	Physical	Maintains significant corporate databases that hold sensitive information across multiple organisations	
	Clients	Senior Managers, Operational Managers, Directors and Elected Members as well as external clients and members of the public Key links with North East Local Enterprise Partnership, North of Tyne Combined Authority, Borderlands and arm's length organisations.	
Duties and key result areas:			
<ol style="list-style-type: none"> 1. To lead the development of productive and influenceable relationships with clients focused on carbon emission reductions and sustainable outcomes within stakeholder organisations, ensuring all business needs and expectations are met or exceeded. 2. Provide leadership and direction for carbon reduction and sustainability analysis within the organisation and identify opportunities across stakeholder organisations, communities and businesses to ensure consistent contribution to the climate programme. 3. Manage and instigate a range of complex projects, including planning and developing sustainable options as required by the stakeholder organisations and ensure timescales and outcomes are delivered. 4. Manage a multiple number of these projects at the same time, some cases lasting over 12 months, and involving the interpretation of highly complex and varied sources of quantitative and qualitative information. Each project is expected to carry a high level of financial and/or business risk to the stakeholder organisation and will require active management to meet tight deadlines. 5. Manage capital projects through the organisations determined approval route, articulating complex information on specialist subjects for the understanding of non-specialist readers, such as directors and elected members. 6. Make strategic sustainable decisions, taking account of corporate and political direction, to enable best use of capital resources. 7. Source external funding support in the form of grant and private sector funding, to further the corporate plan and political initiatives of the council. 8. As a senior position with the team, post holder is expected, with little guidance, to work across a broad area of activity and translate skills and expertise to different and new areas or activity. 9. Lead and co-ordinate the development of complex business cases, to ensure financially viable and sustainable outcomes are achieved through collaboration where possible. Due to the senior nature of the role; this will involve a wide level of discretion and with minimal managerial support. 10. Lead a range of strategic and or challenging reviews with stakeholder managers to align organisational goals with sustainable outcomes 11. Introduce, promote, co-ordinate and chair review groups within allocated areas (across stakeholder organisations where possible) to support the identification of sustainable opportunities and particularly carbon emission reducing activities. 12. Ensure a balanced approach in sustainable and carbon emission reducing projects and programmes maintaining social, economic and environmental principles and seeking to achieve net gains in all areas. 13. Work closely with poverty leads to ensure alleviation of fuel poverty is achieved throughout the county through carbon reduction and green growth initiatives. 14. Day to day performance management and supervision of a team of FTEs, external contractors and temporary staff to ensure the forecast outcomes of the work programme are consistently delivered within agreed timescales. 			

15. To support the Climate Change Programme Manager in complex negotiations navigating differing values and priorities in sometimes challenging, conflicting and sensitive environments.
16. To represent Local Authority's climate and sustainability ambitions and clearly, concisely and confidently present issues and recommendations to groups of Senior Managers, Directors and Elected Members within the stakeholder organisations and externally to key suppliers, providers, contractors and other partners.
17. Requirement to work in an integrated management style across multiple organisations with often different customs and practices, and will be required to foster collaborative and effective working relationships with other senior managers across these organisations.
18. To provide consistent, legally compliant and often complex climate and sustainability advice and guidance to the senior managers, operational managers, Directors and Elected Members in the Stakeholder organisations to assist decision making. This will require taking into account the policies of all stakeholder organisations, as well as applicable governing law.
19. To support the change management required to bring together a successful Team, including motivating and mentoring staff including leading by example, and encouraging staff development.
20. Participate in relevant internal and external working groups/ projects, services and initiatives to provide project information and specialist advice/expertise to the different stakeholders.
21. Attend regional meetings and be the nominated lead for the climate and sustainability in regional or national forums as required.
22. Production of key performance indicators in allocated areas.
23. To assist in the recruitment and selection of the team members.
24. To work on their own initiative as required, taking direction from the Climate Change Programme Manager.
25. To deputise on climate and sustainability matters for the Climate Change Programme Manager as required.

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

Work Arrangements

Transport requirements: Working patterns: Working conditions:	Frequent car use across the region – full valid driving licence and access to a car is required. Regional and National travel on occasions Flexible and occasional out of hours work required A primary sedentary office-based position with little exposure to unpleasant or disagreeable working conditions
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PERSON SPECIFICATION

Post Title: Senior Climate Change and Sustainability Manager	Director/Service/Sector : Improvement and Innovation / BI&P / Climate Change	Ref: 3800
Essential	Desirable	Assess by
Knowledge and Qualifications		
<ul style="list-style-type: none"> • First degree or equivalent standard of education • Relevant professional qualification • Detailed specialist working knowledge and understanding of relevant public sector legislations, regulations and professional best practice • Knowledge and understanding of current public sector issues and challenges across a range of organisation type i.e. NHS and Local Government • Sustainably aware and understands the relationship between environment, economy and social wellbeing 	<ul style="list-style-type: none"> • Evidence of recent continuing professional development • Project management • Relevant sustainability professional body membership (IEMA or equivalent) • Relevant master's degree 	
Experience		
<ul style="list-style-type: none"> • Minimum 8 years' experience in sustainability, energy or climate, with a minimum of 3 years at a senior position including managing a team • Demonstrated track record of successful delivery/contribution to a programme for the purposes of delivering carbon reductions and/or positive sustainable outcomes • Experience of managing high value complex projects with multiple stakeholders or at a regional level • Experience of leading or supporting change management within the field of sustainability • Experience of working in challenging complex environments 	<ul style="list-style-type: none"> • Experience of working in a shared service environment, collaborative partnership working and/or providing direct services to other organisations 	
Skills and competencies		
<ul style="list-style-type: none"> • Strong track record of delivery of sustainable improvement initiatives with a strong understanding of the constraints of the public sector. • Exercises judgement in complex situations, making judgements as an "expert in field" • Excellent written and verbal communication skills with the ability to adapt to a wide ranging audience, including non-specialist • Provide and receive complex, sensitive and sometimes contentious information, and be able to present this type of information to project teams to aid decision making. • Ability to lead by example and drive team delivery by robust performance management, sharing of knowledge and role modelling effective behaviours • Solution focused with the ability to respond to sudden unexpected demands and to translate information to an appropriate level and recommend courses of action 		

<ul style="list-style-type: none"> • Strong planning skills, using available information sources, and with the ability to understand and work to tight and regular conflicting deadlines • Ability to deliver results through using a range of levers in the absence of direct line management responsibility 		
Physical, mental and emotional demands		
<ul style="list-style-type: none"> • Occasional unsocial hours and travel requirements • Prolonged periods of enhanced concentration i.e. data analysis and specification evaluations • Able to prioritise and regularly meet challenging and often conflicting deadlines • Work under pressure within a consistently changing environment • Actively participate and lead change management by example • Able to relate to people at all levels in the various stakeholder organisation • Ability to deal with problematic phone calls and one to one meetings from suppliers and clients 		
Other		
<p>The ability, personality and conduct which demonstrates credibility, and trust that engages confidence to colleagues, arm's length organisations and external partners</p> <p>Ability to calm, empathise and negotiate with colleagues, staff and external suppliers/providers to the stakeholder organisations</p>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits