

PLACE DIRECTORATE

JOB DESCRIPTION

Date issued: March 2023

Job Title:	Climate Change and Sustainability Project Manager
Service Area:	Place
Grade:	Grade 10
Hours:	37 hours per week
Responsible to:	Service Director - Place
Responsible for:	None
Contacts:	Operates at a high level with frequent contact with: Representatives of other authorities, including Hertfordshire County Council and Hertfordshire District Councils; Members of the public and community groups; Council appointed consultants; Directors and Senior Managers, as appropriate, to provide information and advice; Council Members and occasionally with Members of Parliament.

Job Summary:

To oversee the operational approach and delivery of the Council's net zero carbon ambitions, both for the council's own operations and for the district of North Hertfordshire. To develop and oversee environmentally sustainable projects and initiatives, in line with our climate change strategy. To provide information and advice to senior managers and other stakeholders on potential projects, consultations, funding opportunities and policies.

Key Responsibilities:

1 Principal Responsibilities

1.1

Plan and undertake projects to address climate change and related environmental and sustainability issues, working with internal and external colleagues and organisations e.g. Herts Climate Change and Sustainability Partnership (HCCSP) subgroups as appropriate.

1.2

Develop the technical, financial and business cases for these projects which include calculation of the estimated carbon savings to be made from the proposed projects.

- 1.3 Work alongside the Policy team in ensuring the outcomes of the Council's Climate Change Strategy are prioritised, and appropriate projects developed and implemented. Report on progress to the Council's Climate Change Implementation group and Officer Group as necessary.
- 1.4 To work with, influence, and challenge staff at all levels to change and improve working practices and promote behavioural change, to reduce carbon emissions and improve sustainability. Identify training needs and opportunities and to deliver or commission training as required.
- 1.6 To work with all Council services to ensure that carbon reduction and sustainability behaviours are embedded in Council policies and service plans so to reduce carbon emissions arising from the service's activity.
- 1.7 To identify and lead on external funding bids relating to climate change, biodiversity and sustainability.
- 1.8 To provide detailed professional advice to officers and members of the council to ensure the environmental implications of any project are properly calculated and considered.
- 1.9 Manage projects, including budgets, using a clear project management methodology. Example projects may include exploring opportunities for onsite renewable energy generation and developing a project plan for how the council could offset the balance of the Council's irreducible carbon emissions.
- 1.10 Develop an appropriate monitoring and reporting framework for climate change and sustainability related activity, including an assessment of climate risks to council operations and the district's population and landscape
- 1.11 To manage the Sustainability budget.
- 1.12 Support other departments including Environmental Health and Housing Teams in carrying out projects to reduce fuel poverty in the district
- 1.13 Devise and implement awareness and engagement campaigns, working with communications colleagues to publicise the Council's Sustainability aims, initiatives and achievements through a wide range of communications media and channels.
- 1.14 Support councillors by providing officer presence at occasional eco-fairs / sustainability events
- 1.15 In conjunction with the policy team, plan and manage agendas for the council's climate change implementation group, officer group and Cabinet Panel for the Environment.

2 Staff Management

- 2.1 None

3 Service Management

- 3.1 To review and develop the services for which the post holder is responsible and manage to change, to achieve continuous improvement; to maintain agreed performance targets and to meet the requirements of value for money and the relevant performance management and inspection regimes.
- 3.2 To ensure the service meets the Council's Customer First Standards.

3.3 Maintain up-to-date knowledge of current and proposed legislation, new technologies and best practice relevant to climate change, biodiversity, carbon reduction and sustainability.

4 Financial Responsibilities

4.1 To proactively manage budgets under your control within agreed financial limits to provide value for money in delivering services and maximise the achievement of Council policy.

4.2 To work within the Council's Financial Regulations and Contract Procurement Rules.

5 Other Responsibilities

5.1 To attend meetings of the Council or Committees as required

5.2 To ensure that all dealings with staff and the public are conducted within the Council's Equal Opportunities framework.

5.3 To comply with all relevant legislation to ensure effectiveness in the role.

5.4 To have regard for the duty of care of information (with particular reference to the Data Protection Act and Freedom of Information Act) gained during the course of employment that relates to other employees, the public, contractors, Elected Members etc.

5.5 To create and maintain authentic, timely and reliable records in relation to your duties. To take due care and attention when gathering, recording and manipulating data and to have regard to guidance issued by the Council in connection with data management.

5.6 The job holder has a personal responsibility, whilst at work, to preserve and enhance health and safety. They must familiarise themselves with the health and safety aspects of their work and avoid contact which would put at risk the health and safety of themselves and other people including visitors, contractors and members of the public.

5.7 To be aware of and work in accordance with the councils safeguarding policies and procedures in order to safeguard and promote the welfare of children and adults at risk, and to raise any concerns relating to such procedures which may be noted during the course of duty.

5.8 To undertake other duties which may arise or as may be delegated from time to time, commensurate with the skills required for this post.

6. Political Restriction

This post is subject to political restriction, which are divided into two categories and relates to the post holder duties, thus this is both a:

- Specified post, as it is a 'deputy chief officers' - since the post holder would report to and be required to deputise for the Service Director (a Chief Officer) at relevant committee and sub-committee meetings to make formal reports, and provide additional policy advice, this constitutes a specified post within these criteria.
- 'Sensitive' posts, which meet one of both of the following duties related criteria:

- Giving advice on a regular basis to the authority itself, to any committee or sub-committee of the authority of any joint committee on which the authority are represented, or where the authority are operating executive arrangements, to the executive of the authority; to any committee of that executive, or to any member of that executive who is a member of the authority
- Speaking on behalf of the authority on a regular basis to journalists or broadcasters.

The postholder must therefore be aware that in accepting this post, they are required to confirm that they will conform with these political restrictions and that they will be included as conditions of their formal contract of employment with the authority.

Signed..... Employee Date.....

Name..... Employee