

Place Directorate
Climate Change and Sustainability Project Manager
Person Specification
March2023

Category	Essential Job Requirements	Desirable Job Requirements	Method of Testing
<p>Job Related Skills and Knowledge:</p>	<ul style="list-style-type: none"> • Proven project management experience. • Experience of using project management and business improvement tools and techniques such as robust business cases, stakeholder analysis and communication and risk management strategies. • Significant knowledge of and interest in environmental issues, with knowledge of climate change science, sustainability, environmental legislation and the UK policy context. • Experience of working with different stakeholders including: local authorities, businesses and third sector organisations • Experience of communicating with a wide range of groups including staff and external stakeholders on climate related issues. 	<p>Experience of working in local government or public sector</p>	<p>Application form/Interview</p>

<p>Experience:</p>	<ul style="list-style-type: none"> • Successful experience of delivering climate / sustainability related initiatives and projects. • Experience of working to high professional standards to manage projects and programmes to deliver business improvement. • Experience of providing technical and specialist expertise on issues related to climate change. • Experience of developing and sustaining successful partnership working with a range of organisations and key stakeholders • Experience of operating at a senior level, with excellent oral and influencing skills. • Experience and competence in using Microsoft office 	<p>Experience of researching funding streams and preparing funding bids</p>	<ul style="list-style-type: none"> • Application form/Interview and references
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<p>Education/Qualifications:</p>	<ul style="list-style-type: none"> • Degree or equivalent Qualification in relevant subject e.g. environmental sciences, sustainability, ecology. • Carbon literacy training or equivalent climate related training 	<p>Project management qualification</p>	<ul style="list-style-type: none"> • Application form/Interview and certificate
<p>Communication Skills:</p>	<ul style="list-style-type: none"> • Experience of presenting to a wide range of audiences • Ability to represent the authority and its policies and to promote them with confidence and professionalism • Experience of delegating and supervising where appropriate. • Excellent written communication skills which can be varied for different audiences including professionals and the public • Experience of preparing concise and clear summaries from multiple sources of complex information • Confident in conversing in fluent English which is 	<p>Experience of developing climate related communications materials</p>	<ul style="list-style-type: none"> • Application form/Interview

	sufficient to fulfil all spoken aspects of the role		
Other Requirements:	<ul style="list-style-type: none"> • Passion and enthusiasm about sustainability and climate change and dedicated to making a difference • Ability to attend occasional evening meetings and occasional attendance at weekend events • Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with local government members and officers at all levels • Access to a vehicle insured for business and a valid driving licence. 		<ul style="list-style-type: none"> • Application form/Interview and references

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

Name..... Employee