

## Role Profile

### Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>12BF</b>	<b>Role Title</b>	<b>Climate Change Programme Manager</b>
<b>Grade</b>	PS12	<b>Reports to (role title)</b>	<b>Environment Group Commissioning Manager</b>
		<b>Directorate</b>	<b>ETI</b>
<b>JE Band</b>	519-613	<b>Service</b>	<b>Environment</b>
		<b>Team</b>	<b>Environment Commissioning</b>
		<b>Date Role Profile was created</b>	<b>May-20</b>

### Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	The role is responsible for the development and delivery of the Surrey Climate Change Strategy, which sets out how SCC's carbon reduction targets, for the county and the Council, will be met and has an accompanying investment programme of £300M over the next five years. The Programme Manager will also be responsible for coordinating and collating carbon reduction data associated with the programmes, schemes and initiatives delivered by the Council and partners into the programme for the purposes of reporting.
<b>Work Context</b>	<p>The County Council is undergoing a period of unprecedented change and this role will be an important part of the ongoing transformation. In July 2019 the Council declared a Climate Change Emergency and committed to reduce CO2 emissions in Surrey to net zero by 2050, or sooner. Climate change is a strategic priority for the Council, which sits across all service areas.</p> <p>The role holder will need to work collaboratively with internal and external stakeholders to ensure that climate change is embedded into our ways of working and is considered in all of our decisions. This will include coordinating the Council's Climate Change Board as well as other relevant networks. The post holder will be required to lead on education and training for officers, members and partners around carbon reduction, how it is achieved, quantified and monitored.</p> <p>Working closely with a number of partners, including relevant officers from the Boroughs and Districts, the ability to travel around the county is a requirement of the role.</p>
<b>Line management responsibility</b> if applicable	The role will have line management responsibility for a team of Environment Officers (PS9). The PM will also be responsible for managing project teams delivering climate change related projects and initiatives and this could include managing third party resources. They will provide direction and development on project delivery to direct reports and delivery teams.
<b>Budget responsibility</b> if applicable	The PM will be responsible for the delivery of a number of climate change related projects and programmes (both revenue and capital funded). It will be the requirement of the role to ensure these projects are delivered within the assigned budget, to agreed timescales and in adherence with SCC's commissioning guidelines.
<b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family	<p><b>Analysis, Reporting &amp; Documentation</b></p> <ul style="list-style-type: none"> <li>Identify issues, trends and opportunities that may have an impact in their area of responsibility to enable appropriate action to be taken.</li> <li>Lead the development of policy in the own area of specialism, contributing to the delivery of organisational objectives.</li> </ul> <p><b>Service Delivery</b></p> <ul style="list-style-type: none"> <li>Evaluate existing service provision taking account of feedback and broader external developments, to ensure innovative solutions are proposed to maximise service quality, efficiency and continuity.</li> <li>Apply specialist expertise and use judgement to make decisions where solutions are not obvious, to deliver services that meet customer requirements and service standards.</li> <li>Drive change and embed new ways of working to ensure high quality service delivery and value for money.</li> </ul> <p><b>Planning &amp; Organising</b></p> <ul style="list-style-type: none"> <li>Develop and ensure implementation of operational plans and play a key role in the formulation of strategic longer term plans for the area to fit broader functional and organisational strategy.</li> <li>Lead major projects and reviews and represent the business area in internal and/or external initiatives to enhance reputation and service delivery.</li> </ul> <p><b>Finance/Resource Management</b></p> <ul style="list-style-type: none"> <li>Manage allocated budget/resources/funding effectively and flexibly and control all related expenditure to ensure delivery of targets/objectives within budget.</li> <li>Contribute to resource and budget planning within own area.</li> </ul> <p><b>Work with others</b></p> <ul style="list-style-type: none"> <li>Liaise internally and externally at senior levels to establish service requirements and priorities and ensure the department/service issues are appropriately represented and acted upon.</li> <li>Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies.</li> </ul> <p><b>People Management</b></p> <ul style="list-style-type: none"> <li>Manage a group of staff across a function/service, or as a significant part of a wide function to ensure all relevant annual targets and goals are delivered within budgetary/resource constraints.</li> <li>Lead, motivate and develop individuals using a coaching approach, to better meet current and future requirements.</li> </ul> <p><b>Duties for all</b></p> <p>Values: To uphold the values and behaviours of the organisation.          Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.          Health, Safety &amp; Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.          To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>	<ul style="list-style-type: none"> <li>Degree or equivalent professional qualification plus substantial experience at a senior management level in a specialist area.</li> <li>Knowledge of the principles of change management, project management and continuous improvement, and their practical application.</li> <li>Authoritative knowledge of the work practices, process and procedures relevant to the role including broader sector/commercial awareness.</li> <li>Ability to manage budgets and resources to deliver effective support to their area of responsibility.</li> <li>Strong written and oral communication and interpersonal skills with high level negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals.</li> <li>Comprehensive knowledge of computerised business systems.</li> <li>Understands how to inspire and motivate others.</li> <li>Advanced problem solving and analytical skills with the capacity to devise and implement innovative solutions for strategic change.</li> <li>Wide experience in successful leading, coaching, mentoring and developing of staff.</li> </ul>
<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	<ul style="list-style-type: none"> <li>At least five years experience working in the climate change (or related) sector and a relevant qualification</li> <li>Able to communicate and/or report complex environmental issues to a range of audiences (including young people, residents, politicians etc)</li> <li>Adept at managing multiple complex projects with competing demands</li> <li>Good awareness of the politics and business change taking place across the organisations that could impact the climate change agenda</li> <li>An awareness of key industry changes and impacts on the climate change agenda</li> <li>Excellent stakeholder skills at all levels and assessment of drivers/needs</li> <li>Ability and experience of working in a political setting</li> <li>A strong background in green finance and financial mechanisms (desired)</li> </ul>
<b>Role Summary</b>	Roles at this level are substantial management roles, they are either managing a multi functional support service within one of the organisation's service areas, or coordinating a specific business development or advisory area. This may involve significant coordination of complex or diverse services, e.g. leading business support services to professional teams, or coordinating teams carrying out specialist advisory or administrative services. More specialised roles will require a full understanding of a professional or specialised field and will work with those both inside and outside the organisation, to influence the development of services or delivery of specific projects or organisational objectives. They will provide overall guidance to more junior managers in terms of planning, service standards and resources which underpin service level agreements. Planning takes place over a one year horizon. They work closely with customers, staff, agencies and/or contractors to ensure that the services meet and exceed expectations. Roles at this level require extensive management experience and high level expertise. They exercise a significant degree of flexibility and independence for decision making within their particular functional area, working to broad parameters and policy guidance. Roles at this level are accountable for the professionalism of service delivery under their remit.

### To be completed by JE Coordinator

**Reference Number** BM-2020-275