# The Brighton and Hove City Council Logo. A black and white line drawing of the Brighton Pavilion doomed roof tops and underneath the image are the words Brighton and Hove City Council.

# BRIGHTON & HOVE CITY COUNCIL

**JOB DESCRIPTION QUESTIONNAIRE**

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| **Job Title** | Head of Net-Zero |
| **Reports to** | Assistant Director City Development and Regeneration |
| **Directorate** | Economy, Environment and Culture |
| **Division** | City Development and Regeneration |
| **Section** | Carbon Net-Zero Team |

**Job purpose**

Act as the strategic lead for the council’s response to the declared Climate and Biodiversity emergencies, with a focus on achieving a net zero carbon Brighton and Hove. This includes the shaping of strategy and policy, direction of specialist, professional and technical resources to deliver a range of infrastructure, policy and culture changes across the organisation and the city.

This leadership role is high-profile, with a focus on direct delivery of large-scale, transformational projects which are designed to draw in external funding to support the city council’s ambitions to become a net zero organisation. It will drive a corporate culture of sustainability, climate change and biodiversity awareness.

**Principal accountabilities**

1. Lead the development, implementation and promotion of council strategies and policies for sustainability, carbon reduction and climate adapation, energy management, biodiversity and broader sustainability issues for the council to reach its net zero carbon ambitions, and its duty to conserve and enhance biodiversity under the Environment Act 2021.
2. Develop and maintain a strong relationship with elected members, and act as the council’s lead officer for the net-zero carbon and biodiversity agendas.
3. Lead and direct the development and successful delivery of a programme of high-impact net zero projects, accessing and coordinating resources across multiple departments, including transport, air quality, green spaces, property, housing, and energy management, to achieve specified carbon reduction and biodiversity outcomes. This includes, but is not limited to, capital infrastructure projects to RIBA Stage 1.
4. Lead on the effective governance of net zero and biodiversity programmes across the council, ensuring arrangements are in place to monitor the progress of work, manage identified risks and issues, support the evaluation of projects, and meet government reporting requirements, as required.
5. Develop strategic, commercial relationships and lead on joint ventures that optimise the council’s assets and leverage the region's UNESCO Biosphere status to deliver net-zero projects and attract investment or generate revenue for the organisation.
6. Develop key strategic partnerships with public, private and community organisations in the city with a view to working jointly on the net-zero agenda, and identify and act on opportunities to promote the needs and potential of Brighton and Hove to influence government policy and lever further external funding.
7. Develop and manage a team of staff providing technical, specialist advice and expertise regarding the delivery of net zero carbon and biodiversity objectives.
8. Direct and manage resources coordinating The Living Coast UNESCO Biosphere Partnership to promote actions and solutions supporting sustainable living for everyone, together, recognising the international importance of our rural, urban, coastal and marine environments. Lead on commissioning the production of data, analysis, research and insight to provide a robust evidence base for key business decisions, as well as the council’s carbon reduction and climate adaptation plans. Recommend, implement and review best practice options to deliver net zero strategies within statutory and contractual services across the council.
9. Build organisational, strategic capabilities that embed biodiversity and climate action and recognition of the region's UNESCO Biosphere status into business process and decision-making across council services.
10. Provide strategic guidance and effective support to council services to ensure they understand climate change and biodiversity imperatives, can identify their change requirements, and encourage a culture of continuous improvement.
11. Work across the council and the city to promote and explore emerging sustainability technologies, solutions, and practices, testing the applicability, learning from trials and scaling up viable initiatives.
12. Be an active member of the City Development and Regeneration Management Team and deputise for the Assistant Director at meetings with senior members of both central Government and from across the council, as required.
13. Ensure there is effective financial management and reporting of agreed budgets in accordance with financial regulations and standing orders including reporting any budget discrepancies to the Assistant Director together with workable financial recovery measures.

**General Accountabilities**

To ensure that all operations in the area of responsibility are conducted according to the provisions of the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and all relevant legislation and the council’s Health and Safety Policy.

In particular: as set out in Section 4 of the Council’s Health and Safety Policy: To maintain awareness of current Health & Safety legislation and visibly demonstrate commitment to, co-operation with, and active promotion of high quality integrated Health and Safety management systems and practice across the council. And within the area of responsibility to:

* To set out Departmental Health and Safety Policy and communicate it, review it and arrange monitoring of compliance with it
* To ensure allocation of adequate resources for Health and Safety systems, training and continuous improvement of Health and Safety
* To ensure risks are identified, assessed and managed
* To evaluate and report annually on Health and Safety performance

1. To develop practices within the directorate / division that uphold and develop the principles of the City Council’s values.in relation to staff and to service provision. To work within and actively promote the City Council’s Inclusive Council Policy in relation to service delivery and staff management.
2. To assess and develop your own management/leadership skills in line with the Council’s personal development processes on an annual basis to ensure continuous improvement.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

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**PERSON SPECIFICATION**

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| **CRITERIA** | **ESSENTIAL CRITERIA** |
| **Job related education, qualifications, and knowledge** | * A degree level qualification in a relevant discipline, or equivalent professional experience and evidence of continuing professional development. * A high level of professional expertise and experience, and up-to-date knowledge, in the field of sustainability, carbon reduction, climate change, mitigation, adaptation and biodiversity in an urban context. * Knowledge and understanding of the legislative and regulatory context for climate change and sustainability, and the steps the council must take to achieve compliance. * Understanding of delivering complex infrastructure projects. * Knowledge of project and capital programme management approaches and support systems including database and financial systems. * Good understanding of local authority decision making process and local government finance. * Knowledge of public sector procurement and contract management. |
| **Experience** | * Track record of operating at a senior level in large organisations, setting strategy and managing complex and varied stakeholder relationships effectively. * Experience of working with senior councillors and being the lead accountable officer for delivering projects and programmes that are significant to the Administration. * Experience of leading a portfolio of complex programmes by marshalling resources across organisational boundaries to deliver successful outcomes. * Experience of putting together complex public and private investment proposals, often involving the co-ordination of number of different public and private funding streams. * Experience of bidding, including managing and preparing budgets, claims and making payments. |

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| **Skills and Abilities** | * Excellent political sensitivity and judgement. * Strong interpersonal and influencing skills, including the ability to build effective internal and external relationships to generate interest in projects and deliver high profile programmes of activity. * Demonstrable capacity for creative and strategic thinking. * Proven ability to lead multi-disciplinary, cross-organisational teams. * Highly data literate and strong analytical skills. * Ability to work under pressure with limited guidance and to tight deadlines, developing new initiatives and maintaining a high standard of service. * Ability to analyse complex issues and present a coherent case for change to internal and external stakeholders. |
| **Equalities** | * To be able to demonstrate a commitment to the principles of equalities and to be able to carry out duties in accordance with the Council’s Equalities Policy. |
| **Other requirements** | * Evidence of professional training and/or continuing professional development training * Prepared to attend meetings outside normal working hours. |