#

# BRIGHTON & HOVE CITY COUNCIL

**JOB DESCRIPTION QUESTIONNAIRE**

**JIN4702**

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| **Job Title:**  | Climate Change Project Manager |
| **Reports to:**  | Head of Net-Zero |
| **Department:** | City Development and Regeneration |
| **Section:**  | Carbon Net-Zero Team |

**Purpose of the Job**

Lead on or support projects to deliver the carbon reduction and climate adaptation objectives of the council. Provide technical, specialist professional expertise to inform multi-disciplinary programmes of carbon net-zero work across the council. Advise teams across the Council on the interpretation and operational application of climate change policy and strategy.

**Principal Accountabilities**

1. Project manage sustainability project(s), in whole or in part, across multiple areas, including buildings, energy infrastructure, air quality and sustainable urban drainage, including but not limited to, capital infrastructure projects to RIBA Stage 1.
2. Act as a technical expert on climate change and sustainability-related matters for the council, keeping up to date with latest national and international best practice. Prepare advice to senior management and Councillors as appropriate, ensuring that business decisions are well-informed and evidence based.

1. Research, bid for, negotiate and secure funding for projects that meet the council’s net zero carbon objectives. Work with senior officers across the council as required, to advise on sustainability outcomes and financial modelling of initiatives to develop strong business cases.
2. Assist the Head of Net Zero in the development of new strategic, transformational and commercial relationships that attract investment or generate revenue for the organisation.
3. Lead, manage and co-ordinate inter-departmental and multi-disciplinary project teams working on strategic projects in Brighton & Hove involving high level discussion and negotiation with planners, solicitors, accountants, private sector developers and transport operators and such other organisations and teams as may be involved in these projects.
4. Be responsible for managing revenue, capital and externally funded project budgets within remit, ensuring that these are managed in line with the council’s financial controls and achieve set targets.
5. Assist in the development of project processes and ensure that schemes are delivered within approved carbon reduction or environmental parameters.
6. Commission or directly gather and analyse climate change and sustainability data to provide insight for the council and stakeholders that informs the development of decarbonisation and climate adaptation actions and enable the monitoring of their impact.
7. Provide comments to the Head of Planning on the sustainability implications of major planning applications.
8. Implement best practice project management techniques and systems in line with programme governance, develop project timetables, monitor progress and ensure delivery of major projects and externally funded programmes of work to timescale and budget.
9. Prepare progress reports against agreed project plans for Programme/ Project Boards, together with the preparation of concise and accessible committee reports.
10. Co-ordinate procurement exercises, including specification development, evaluation of tenders and contract negotiations. Monitor, review and lead on procurement for commissions, as required, to ensure maximum value for money and to continually improve service delivery and outcomes.
11. Proactively and collaboratively work with communities, organisations and other stakeholders to deliver projects at a local level and/or regional level based on pre-determined priorities.
12. Develop effective team/partnership working and gain access to the requisite internal resources and skills by working closely with the Project Board and building senior level relationships.
13. Manage an effective project communication strategy to ensure continued support from project stakeholders and cross-functional teams, and awareness raising of the sustainability agenda. Lead consultations with the public, local interest groups, elected members, other council departments, statutory undertakers, external contractors and developers in relation to the design and delivery of controversial schemes and initiatives.
14. Deputise for the Head of Net-Zero at meetings if required.

**General Accountabilities**

To ensure all operations in their areas of responsibility are conducted according to the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and all relevant legislation and council policy.

In particular, as set out in Section 4 of the Council’s Health and Safety Policy, and within their area of responsibility:

* To maintain awareness of current Health & Safety legislation and ensure that all employees understand and comply with Health and Safety Policy; that they are informed, trained and supervised to safeguard their own and others welfare and safety
* To carry out risk assessments and ensure implementation of and adherence to safe systems of working practice
* To report and investigate accidents or incidents promptly, implementing recommended action for improvements to safe working practice
* To ensure that safe premises, equipment and working environments are maintained

To assist when directed with the Directorate’s emergency response procedures to the Council’s Emergency Plan, including response co-ordination with internal and external agencies.

To ensure as far as is reasonably practicable, compliance with all relevant matters affecting the department under the ‘Construction (Design and Management) Regulations 2015’ to ensure the safe, efficient and effective operation of the project delivery.

To develop practices within the directorate/division that uphold and develop the principles of the City Council’s Inclusive Council Policy 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.

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.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

**BRIGHTON & HOVE CITY COUNCIL**

**PERSON SPECIFICATION**

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| **Job Title:**  | Climate Change Project Manager |
| **Reports to:**  | Head of Net-Zero |
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### Essential Criteria

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| **Job Related Education, Qualifications and Knowledge** | * Educated to degree standard in a relevant discipline or significant years of relevant experience in the industry.
* Knowledge of national, regional sustainability and climate change policy and regulation.
* High degree of political sensitivity – understanding and awareness of different political/community interests and their aspirations.
* In-depth knowledge of the political and legal context of UK local government.
* Good knowledge of a systematic project management methodology e.g. PRINCE
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| Experience | * Successful record of accessing funding from external public and private sector sources.
* Strong experience of project management/development in a governmental context and with tight timescales.
* Experience of managing the environmental risk in projects.
* Considerable involvement in infrastructure projects.
* Considerable experience in working closely with elected Members, the Chief Executive, Executive Directors, Senior Officers and the wider community.
* Experience of commissioning projects and programmes of work from a range of providers, including contract negotiation and contract management.
* Experience of using data analytics tools to assess data.
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| Skills and Abilities | * Ability to think strategically about new developments in the context of the Council’s sustainability objectives.
* Strong data analysis skills and able to assimilate, record and analyse information from a wide range of different sources to complete a task and achieve an objective.
* Able to work in a consultative framework, yet influence others: capable of accessing and animating expertise within and outside the council and facilitating others ownership of corporate policies.
* Able to demonstrate tenacity in finding ways and means of getting ideas accepted.
* Excellent presentation/communication/negotiation skills.
* Proven track record in project management gained from within a range of teamwork environments.
* Demonstrable capacity for creative and strategic thinking; able to generate new ideas, alternative options and develop realistic and practicable strategies.
* Ability to manage large projects involving a wide range of professional skills and different organisations.
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| **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.
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| **Other Requirements** |  |