# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Senior Policy Lead Carbon Reduction (Scope 3)

# Department: Business Services

# Grade: Local Managerial Grade 3

# Responsible to: Orbis Procurement Head of Policy and Improvement

# Responsible for:

# Purpose of the Role:

ESCC has established a Carbon Net Zero programme and this role will lead the procurement workstream of this programme. The role holder will provide strategic direction and best practice advice for the development and implementation of the strategy to reduce scope three emissions, and report on progress of the workstream against the programme objectives.

ESCC is part of Orbis – a shared service partnership – and this role sits within Orbis Procurement’s Policy Team with matrix management accountability into ESCC’s Climate Change Team. The Orbis partner Councils (East Sussex, Surrey and Brighton & Hove) spend in excess of £1.6bn a year on goods, works and services. The department provides high quality professional procurement, commercial, contracting and purchasing services to colleagues and customers both within, and beyond, the partner authorities. This role will focus on the reduction of scope three emissions derived from ESCC spend but will collaborate with colleagues across the partnership and seek opportunities to collaborate and standardise approaches where appropriate.

You will need to engage with senior procurement colleagues and supply chain partners to ensure a suitably tailored approach. To ensure delivery of the strategy the post holder will need to be able to work with procurement teams to translate carbon reduction strategies into procurement levers and support the teams embedding these approaches into their procurement projects.

ESCC and the broader Orbis Partnership does not currently have extensive expertise in scope three emissions reduction, therefore this post has been created to bring in that technical knowledge and to work with senior stakeholder to develop and implement a strategy specific to ESCC’s projected future spend. Initial work has been undertaken to baseline emissions and identify high emitting spend categories. This is therefore an exciting opportunity to build on this work and set the direction of travel on this critical topic.

# Key tasks:

1. Accountable for the development and implementation of the strategy to reduce scope three emissions, building on existing work such as emissions baselining and analysis of highest emitting spend categories but bringing existing knowledge and best practice from previous experience. May also occasionally work with external consultants and will be required to engage with senior stakeholders including executive officers and members.
2. Responsible for working with procurement teams to ensure the strategy is implemented and embedded into procurement activity. This will involve working closely with the Procurement Partners and Strategic Procurement Managers who are responsible for the various spend portfolios (or categories), influencing senior stakeholders and Members across multiple services and directorates and collaborating with Orbis Partners where applicable.
3. Responsible for the provision of best practice and technical support in driving emissions reduction via procurement and contract management, providing training and developing material to support procurement staff embedding carbon reduction into procurement projects including Public Contracts Regulations compliant tenders.
4. Contribute to material produced for Orbis Procurement on matters such as setting out the service propositions of the service, engagement material for suppliers to help them understand the requirements of the Authority and internal guidance and training material, or any other material related to the role.
5. Provide specific input and support to those procurement projects identified as having the biggest opportunities for the reduction of carbon emissions.

# PERSON SPECIFICATION

# Essential education and qualifications

* Degree level skills (obtained via formal education or by way of job-based learning) in the following areas:

1. Sustainability, environmental preservation and/or carbon reduction;
2. Research and data analysis;
3. Report writing; and
4. Presentation skills.

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Experience in drafting and implementing policy and or strategy and of driving policy outcomes in an operational setting, including how to embed approaches into existing operational infrastructure.
* Knowledge of scope three emissions and approaches to reduction of carbon emissions.
* Problem solving skills, and a proactive approach to looking ahead for potential problems taking preventative or mitigating action in advance.
* Ability to engage positively with a diverse range of stakeholders, including at senior levels.
* Ability to communicate in a clear, concise and empathetic manner in all written and verbal forms.
* IT skills including the ability to: identify useful data (including assessing its limitations), understand and make use of analytical outputs, and present findings in a manner suitable for any given audience; develop written reports in good English and following brand guidelines to be able to independently produce material that can be published internally and externally; produce presentations (normally PowerPoint) that are effective and suitable for senior officers and members; and develop material (i.e. raw content) to input into training assets (where technical development of e.g. e-learning modules may be undertaken by others).
* Demonstrate behaviours and values consistent with a professional environment undergoing a period of change in which professionalism, courtesy and a willingness to be agile and adaptable.

# Desirable key skills, abilities, knowledge, experience, values and behaviours

* Previous experience of working in the public sector
* Experience of reporting to senior leadership levels and managing a range of senior stakeholders.
* Experience of procurement.

**Document version control:**

Date created/amended: November 2022

Name of person created/amended document: Anne Epsom

Job Evaluation Reference: 12844

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |