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**JOB DESCRIPTION**

**Job Title:** Sustainability Programme Manager

**Directorate & Section/Unit:** Economy and Infrastructure

**Reporting to:** Assistant Director for Economy.

**Management / Supervisory Responsibility for:** Project Managers, Project Support Officers, Apprentices and management of internal and external staff assigned to the project e.g. agency and consultants

**Salary Grade:**

**WCC Management Level:**

**Number of Direct Reports:** 5

**Our People Values:**

To uphold and act in accordance with Worcestershire County Council's values;

* ***Customer Focus –*** Ensure delivery of a high-quality service which meets the needs of customers.
* ***Can Do Culture –*** Be proactive to achieve excellence, finding solutions and creative ways of working.
* ***Freedom within Boundaries -*** Make constructive change through cohesive decision making, ensuring services are responsive.

**Purpose of job:**

* To lead, develop, secure funding, procure, commission and manage a programme of sustainability projects in accordance with the authority’s Corporate Strategy, Environment Improvement Plan, Net Zero Plan, Fuel Poverty Programme working with Public Health and Worcestershire’s Energy Strategy.
* To lead on procurement for contract delivery working with Commercial and Legal teams.
* To lead and supervise the work of Project Managers and Delivery Teams (including any inter-agency teams) to meet the overall objectives
* To be responsible for managing significant and complex project budgets and all associated project resources
* To ensure appropriate stakeholders are engaged and managed through the life of the programmes and projects (ranging from private sector, district councils to Business representative organisations/relevant community groups)
* To operate the established governance arrangements within projects and ensure that key information is presented, and decisions sought from the appropriate body at the appropriate time

**Main Activities & Responsibilities:**

* To lead on major sustainability projects to ensure the programme of work is successfully delivered within agreed timescales and resources and makes a positive contribution to the Corporate Strategy, Environment Improvement plan and Net Zero Carbon Plan.
* To lead on Fuel Poverty and considerations of health inequalities.
* To deliver programmes and projects to time, cost and quality using recognised project management techniques
* To attract external funding for projects including the commissioning of business cases to react to external bidding opportunities. To deliver robust project management procedures and processes to ensure that all individual aspects are planned, coordinated and monitored appropriately
* To align the vision, values, policies and priorities of Worcestershire County Council and its partners into a shared and clear sense of direction and purpose when delivering programmes
* Represent the authority on sustainability issues at local and regional level to influence opportunities, strategies, policies, funding, in ways that best serve the needs the residents and businesses of Worcestershire.
* Keep abreast of legislation, national and regional policy and best practice relating to climate change and sustainability
* Lead Project teams (internal and external staff) to ensure quality and excellence is delivered in all areas of project delivery
* Responsible for performance of projects and report on these periodically to relevant partners and stakeholders
* To develop the council’s policy and processes to ensure climate change impact is considered, and opportunities are taken to mitigate or adapt to climate change
* To advise upon areas for improvement to the processes to ensure the teams are constantly working in the most efficient and beneficial way
* To establish governance structures for all projects and programmes including the establishment of Project Boards
* To prepare Cabinet Reports on behalf of Cabinet Members and Councillor briefings.
* To develop and deliver stakeholder engagement and communication throughout the project or programme
* To provide leadership, management, supervision and support to staff directly line managed and seconded to projects ensuring their continued personal and professional development, as appropriate
* To ensure that all relevant legislation and procedures are observed e.g. Health and Safety, Equalities, GDPR etc
* To attend training courses for staff development programmes relevant to professional growth as a manager, new statutes and departmental initiatives
* To undertake such duties related to the work of the Council as may be assigned which are consistent with the nature of the job and its level of responsibility

**Generic Accountabilities:**

* To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
* To undertake other such duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job e.g. attendance at formal Council meetings
* To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate’s Health and Safety Policy
* The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council’s Equality and Diversity Policy

**Contacts:**

* In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.
* Internal: Elected Members, Directors, Assistant Directors, Senior Managers, Management Teams, Managers & Staff across all directorates, Project Staff
* External: MPs, Parish, District & County Councils, Government Agencies & Departments, Emergency Services, Suppliers, Contractors, Statutory and Voluntary Organisations, service users, clients, customers, members of the public, volunteers

**Additional Information:**

* The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
* Reasonable adjustments will be considered as required by the Equality Act

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**PERSON SPECIFICATION**

**Post title: Sustainability Programme Manager**

**Directorate/Division: Economy and Infrastructure Directorate/ Strategic Commissioning**

**Scale / Grade: P04**

**WCC Management Level:**

**EXPERIENCE:**

It is **essential** that the post holder has:

* Substantial experience of working successfully to deliver programme and project outcomes with senior stakeholders
* Substantial experience of developing and managing large project and programme management activity within a complex organisation
* Substantial experience of managing project outcomes using multidisciplinary teams to deliver business outcomes
* Evidence of further professional development, within a relevant area such as sustainability, and/or programme management.
* A successful and substantial record of consistent achievement including evidence of a clear understanding of quality standards, change strategies and effective service provision in a senior role
* Significant record of success in proactively managing and achieving sustainable change and improvements, sometimes in challenging circumstances, with the ability to translate strategic objectives into clear delivery plans and opportunities
* Substantial experience in managing significant budgets, resources and contracts and developing fully costed resource plans
* Substantial successful people management and leadership experience, demonstrating the ability to motivate, challenge, support and develop individuals and teams to deliver complex outcomes
* Expertise in how to maximise resources and manage budgets effectively in a commercially focussed and financially disciplined environment, delivering best value

**KNOWLEDGE, SKILLS AND ABILITIES:**

It is **essential** that the post holder has:.

* Expert knowledge of current climate change, sustainability policy, fuel poverty and the impact on health inequality issues affecting local authorities, relevant legislation and statutory duties.
* Specialist knowledge of commissioning within a local authority.
* Knowledge of environmental and sustainability issues within the urban and rural context
* Excellent interpersonal and communication skills and the ability to establish positive relationships with stakeholder at all levels, elected members and external agencies, groups and individuals, that generate confidence, respect and trust. In addition, the ability to handle potentially hostile, emotive atmospheres and environments and to act discretely as appropriate
* Ability to lead, motivate and influence a team instilling a culture of success driven by performance and ability to work credibly with different organisations through partnerships, to deliver complex, high profile projects to tight deadlines
* Ability to implement flexible, and creative approaches and identify new options for service development through service improvement and measurement and monitoring or processes.
* Expert analytical and judgemental skills to analyse interpret and communicate complex situations which may contain several components and from which several options may be presented
* Ability to deliver to strict deadlines and to work with sensitivity and within a political environment.
* The ability to present information in multiple formats at a board level to elicit key decisions

**QUALIFICATIONS/TRAINING & DEVELOPMENT:**

It is **essential** that the post holder has:

* Relevant Degree/Post Graduate Qualification or equivalent experience
* Recognised programme and/or project management qualification e.g. PRINCE2 or Agile, Lean 6 Sigma and/or substantial programme management experience

**ADDITIONAL INFORMATION:**

It is **essential** that the post holder has:

* The ability to maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
* The flexibility to undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job
* The ability to undertake health and safety duties commensurate with the post and/or as detailed in the Directorate’s Health and Safety Policy