Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title: Climate Change Team Manager** | | | **Service: Place and Regeneration Directorate, Environment and Transport** | | **Office Use** |
| **Grade: 12** | | | **Workplace: County Hall, Morpeth** | | **JE ref:**  **HRMS ref:**  **Z296** |
| **Responsible to: Director of Environment and Transport** | | | **Date: Jan 2024** | **Manager Level** |
| **Job Purpose:**  Responsible for the leadership and management of the Climate Change Team, principal technical advisor on strategy and policy development for climate change and co-ordination of cross-directorate delivery including service and project outcomes and management of climate change work streams from business case development through into delivery stage. | | | | | |
| **Resources** | Staff | Direct line management team consisting of circa 23 employees which includes some programme and project staffing resource which may vary depending on activities and priorities and progress in delivery. | | | |
| Finance | | Responsibility and accountability for the effective management of Council finances within the Climate Change Team and supporting the Director and other colleagues to make the best use of the total resources available across the Directorate. The postholder is responsible for managing a gross service budget of £0.610 million revenue, £9.356 million capital. | | | |
| Physical | | Design, maintain and operate a programme and project management system and other key corporate systems. Regular site visits to liaise with stakeholders including industrial sites and remote outdoor locations. | | | |
| Clients | | Relationships with local and central government departments, partner agencies, educational institutions, VCS organisations, members of the public and private businesses to support the development and delivery of the County’s Climate Change Strategy and Action Plan, in line with the County Council’s Corporate Plan and vision and values. | | | |
| **Duties and key result areas:**   * To lead the development and delivery of the Council’s Climate Change Strategy and Action Plans and associated programme of activity, linking with other strategic priorities and programmes. * To identify and bid for funding opportunities to support the delivery of projects within the Climate Change programme, ensuring linkages and dependencies are identified and managed. * To develop, implement and operate effective and efficient programme and project management frameworks and processes and ways of working that meet these requirements, and to ensure they are embedded in the way that the Authority manages programmes and projects. * To manage the Climate Change team that includes a team of technical officers and project managers who will be managing the delivery of individual projects on a day to day basis. * To develop and maintain effective and constructive relationships with the relevant contacts within partner organisations, in order to promote effective collaboration and partnership within the Climate Change programme. * To provide professional advice to and develop working relationships with Executive Directors, Service Directors, Elected Members and Heads of Service on strategic matters relating to the climate change programme * To support the development and delivery of public awareness, education and opportunities for active involvement by residents, communities and other stakeholders in climate change matters. * To supervise allocated staff by coordinating and delegating work as appropriate, providing clear guidance, and motivating staff to achieve service objectives and quality standards. * To conduct staff appraisals for allocated staff and thereby contribute to the skills planning and workforce development processes within the service; and assist in the recruitment, selection, induction, discipline, training and development of staff within the Climate Change team as appropriate * To actively promote and represents the interests of Northumberland and the County Council in relation to service activities and policies at a local, regional and national level as appropriate, particularly with a view to securing external funding, participation in pilot programmes, showcasing good practice, and contributing to exchange networks. * To contribute to the communication, training and awareness raising for staff and members around climate change matters. * To interpret, explain and enforce statutory and County Council regulations, ensuring appropriate procedures are followed, that parties have a proper understanding of their position and attempting to reach legitimate, mutually agreeable solutions, through negotiation * To be accountable for expenditure against allocated budgets, ensure effective spend against established targets and compliance with financial regulations. * To identify, source and interpret relevant complex data sets relating to climate change in Northumberland with the support of dedicated analysts, to underpin and direct evidence-based strategic decision making.   The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. | | | | | |
| **Work Arrangements** | | | | | |
| Transport requirements:  Working patterns:  Working conditions: | | Will involve travel to meeting venues, area offices or training venues throughout the County and further afield on occasion.  Normal office hours but flexi-hours may apply if colleagues provide cover. Some attendance at evening meetings.  Mainly indoors | | | |

Northumberland County Council

**PERSON SPECIFICATION**

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| **Post Title:**   **Climate Change Team Manager** | **Director/Service/Sector: Environment and Transport** | | Ref: Z296 | |
| **Essential** | **Desirable** | | **Assess by** | |
| **Qualifications and Knowledge** | | | | |
| * Degree, higher degree, professional qualifications and/or NVQ Level 5 or equivalent standard in a relevant subject; plus recent and relevant post qualification training, additional qualifications and experience in a relevant context. * Evidence of having undertaken programme and project development and management in relation to climate change issues and challenges * In-depth knowledge of climate change and project/programme management theory, practice and procedures. * Knowledge of current inter/national laws, regulations, policies, procedures, trends, and developments relating to the environment and climate change. * Commercially aware and understands the relationship between costs, quality, customer care and corporate performance assessment. * PRINCE2 qualified or willing to undertake the practitioner qualification * Evidence of continuing professional development. | | • Evidence of recent and relevant management training.  • Relevant management degree or post-graduate diploma e.g. MBA, DMS.  • Understands the diverse functions of a large complex public sector organisation and the relevant professional issues. | | (a) (i) |
| **Experience** | | | | |
| * An evidenced track record as a successful team manager and technical advisor in a relevant field. * Experience in engaging effectively with others and building productive partnerships. * Relevant experience in developing bids, securing funding and delivering programmes and projects to achieve set objectives. * Experience in developing and implementing policy and strategy. * Experience of working closely with senior management to influence and develop strategic decision making. | | • Substantial experience of working successfully in partnership with public and private sector organisations.  • Experience of developing communication, engagement and training programmes. | | (a) (i) |
| **Skills and competencies** | | | | |
| * Able to disseminate acquired knowledge. * Ability to develop projects and ideas based on sound reasoning and logic, draw appropriate conclusions, and present these to an audience. * Advanced IT knowledge and skills and able to effectively use ICT to achieve work objectives, understanding of a range of ICT software * Ability to motivate and develop staff. * Ability to work independently and take the initiative * Prepares written, verbal and other media to best professional standards. * Effectively expresses views using appropriate means depending upon the audience. * Numerate and skilled at analysing/reasoning with complex statistics. * Persistence in applying a methodical approach to problem solving. * Negotiation skills and able to persuade others to an alternative point of view. * Is an effective advocate for the team both within and externally. * Maintains a professional demeanour in stressful and difficult situations. * Highly effective in presenting information and expressing appropriate views. * Experience in project management & monitoring and evidence of the application of these techniques, as appropriate. * Budgeting and financial management skills. * Advanced skills in Microsoft Office. | | Advanced skills in Microsoft Project | | (a) (i) |
| **Physical, mental, emotional and environmental demands** | | | | |
| * Normally works from a seated position with some need to walk, bend or carry items. * Need to maintain general awareness with lengthy periods of enhanced concentration. * Some contact with public/clients in dispute with the County Council. * Some exposure to working outdoors may be necessary. | |  | | (i) |
| **Motivation** | | | | |
| * A strong corporate orientation and a commitment to tackling issues in a non-departmental, apolitical manner. * Dependable, reliable and keeps good time. * Self reliant, able to exercise discretion and possessing the ability to manage time effectively. * Models and encourages high standards of honesty, integrity, openness, and respect for others. * Helps managers create a positive work culture in which diverse, individual contributions and perspectives are valued. * Proactive and achievement orientated * Works with little direct supervision. | |  | | (a) (i) |
| **Other** | | | | |
| Able to meet the transport requirements of the post |  | | | (a) (i) |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

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