

# LOW CARBON CITY MANAGER



## Role Profile

<b>Title</b>	Low Carbon City Manager	
<b>Grade</b>	GRADE J	
<b>Reference:</b>	<b>N808</b>	
<b>Reports to:</b>	Head of Environmental Planning	
<b>Work style Definition</b>	Office based hot-desk/touch down worker	
<b>Job Type:</b>	Operational leader	
<b>Primary purpose of role</b>	<p>Management and leadership of the Low Carbon City Team which is responsible for promoting and delivering plans and projects that will shape Plymouth's ability to secure radical reductions in greenhouse gas emissions, provide resilience to the impacts of climate change, support the delivery of renewable and low carbon energy and its associated infrastructure, address issues of fuel poverty and support the delivery of a sustainable city and low carbon economy. The primary focus of the team will be:</p> <ul style="list-style-type: none"> <li>▪ Facilitating partnerships and coordinating action to enable the delivery of district energy, energy efficiency and low carbon change projects, and to increase the resilience of city and its population to the negative impacts of climate change.</li> <li>▪ Providing specialist input and advice to strategic planning and planning applications, on renewable energy, flood risk, sustainable design &amp; construction, fuel poverty and Strategic Environmental Assessments.</li> <li>▪ Supporting the directorate's work and working effectively with other departments and partners on delivering a low carbon economy and sustainable transport</li> <li>▪ Project management of low carbon and climate change projects</li> <li>▪ Delivery of programmes for tackling fuel poverty and promoting home energy conservation.</li> <li>▪ Development of a centre of excellence for sustainability, climate change and low carbon policy and delivery, including taking a lead on monitoring national policy, research findings, new legislation and best practice, and providing 'expert' support to other teams and partnerships.</li> </ul>	
<b>Key accountabilities and key measures</b>	<b>Role outcomes</b> <ul style="list-style-type: none"> <li>▪ Operational management of the Low Carbon City Team ensuring resources are allocated to meet overall work targets and that the team operates within corporate policy and prime responsibility for</li> </ul>	<b>Role measures</b> <ul style="list-style-type: none"> <li>▪ Effective management of staff resources to deliver Strategic Planning &amp; Infrastructure department business plan and maintain a high performing and well-motivated team.</li> </ul>

	<p>the budget issues relevant to the team. (20%)</p> <ul style="list-style-type: none"> <li>▪ Budget management and monitoring in respect of team budget (£210 revenue budget) and oversight of delivery of robust financial management disciplines generally in relation to projects and commissions lead by team members. (10%)</li> <li>▪ Embedding low carbon city values and actions into the Council, and developing programmes of work/action and funding initiatives to achieving sustainable outcomes for the city. (10%)</li> <li>▪ Direct line management of all staff within the Low Carbon City Team (20%)</li> <li>▪ Take responsibility for managing performance and resources within the team (10%)</li> <li>▪ Work with senior managers to identify measurable improvements to the operational effectiveness of the team. (5%)</li> <li>▪ Reporting to Cabinet on low carbon city matters &amp; responding to formal processes of scrutiny and challenge in relation to the work of the team (5%)</li> <li>▪ Act as the customer liaison point for issues arising from work undertaken by the team. (5%)</li> <li>▪ Responsible for developing and sustaining partnership working with key partners in delivering a low carbon city. (10%)</li> <li>▪ Act as the key contact point for Members regarding work within the team (5%)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensuring that legal responsibilities are met.</li> <li>▪ Achievement of all key timescales in relation to inputs to the departmental business plan</li> <li>▪ Effective management of team budgets.</li> <li>▪ Proactivity developing new products and business cases for new funding.</li> </ul>
<b>Key activities</b>	<ul style="list-style-type: none"> <li>▪ The post holder will lead on the delivery of a robust and coherent policy approach to low carbon city matters as part of the city's local plan, working closely with the Strategic Planning Manager and the City Planning Manager. (15%)</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ The post holder will lead on the management of the City Council's partnership working &amp; relationships with external agencies and groups in relation to low carbon issues and sustainable development (30%)</li> <li>▪ The post holder receives guidance from more senior managers for the general direction and expectations of the work. (10%)</li> <li>▪ Required to set performance standards at a senior level. (10%)</li> <li>▪ Uses analytical processes and makes key judgements to develop new solutions and approaches to responding to climate change in the city. (25%)</li> <li>▪ The post holder will also take an active role, alongside other Team Leaders in managing the operational effectiveness of the department in terms of work programmes and resource management. (10%)</li> </ul>
<b>Essential qualifications/knowledge</b>	<ul style="list-style-type: none"> <li>▪ Degree or equivalent in environmental management or a related subject</li> <li>▪ Membership of a relevant professional institute, such Chartered Environmentalist via the Institute of Environmental Management and Assessment or Energy Institute, the Royal Town Planning Institute, or an equivalent institute that represents environmental or community well-being professionals that requires an assessment process to gain membership, or required to start the process of applying for and working towards such membership within 6 months of your start date for the post.</li> <li>▪ In depth understanding and practical experience of the role of planning in delivering sustainable development and low carbon solutions.</li> </ul>
<b>Desirable qualifications/knowledge</b>	<ul style="list-style-type: none"> <li>▪ A Certificate in Management and/or a Diploma in Management Studies.</li> </ul>
<b>Essential experience</b>	<ul style="list-style-type: none"> <li>▪ Extensive experience of leading on the delivery of low carbon initiatives, with a strong track record of achievement in this respect.</li> <li>▪ Experience of presenting reports to Committees and at public meetings</li> <li>▪ Experience of presenting evidence/representations at public inquiries, Local Plan inquiries, Examinations in Public or other such hearings</li> </ul>
<b>Desirable experience</b>	<ul style="list-style-type: none"> <li>▪</li> </ul>
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>▪ Political sensitivity and awareness including experience of working closely with, and providing advice to elected members and senior management on a formal and informal basis</li> <li>▪ Highly developed communication skills required to motivate and influence others with regard to agreed decisions.</li> <li>▪ Track record in key managerial competencies including innovative thinking, negotiation and motivation, setting performance standards and managing and monitoring budgets</li> <li>▪ Demonstrable skills in learning the implications of a continually-changing legislative framework and best practice lessons from others in the Team</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Develop, articulate and motivate the team supporting a clear strategic vision and sense of direction, and to identify necessary changes to achieve the vision and effect the required service delivery improvements.</li> <li>▪ Ability to exchange information about low carbon and sustainable development matters and how it relates to the City's corporate "vision". The post holder will be an expert witness for the Council in inquiries and public examinations.</li> <li>▪ Personal qualities of leadership, drive and enthusiasm including innovation, team organisation and motivation, effective communication, advocacy, and negotiating skills.</li> <li>▪ Ability to directly line manage staff and manage complex work programmes.</li> <li>▪ Highly developed interpersonal and communication skills for leading and motivating team. The role requires the exchange of information, some persuasion and negotiating skills with both internal and external agencies. Offering advice and guidance to both internal and external agencies including elected members</li> <li>▪ Customer care skills to deliver excellent services to customers</li> <li>▪ Analytical and decision-making skills and an innovative and creative approach to problem-solving including the identity of alternatives to current thinking</li> <li>▪ Keyboard skills for producing reports, memos and emails</li> </ul>
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#### **Corporate standards**

- In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.
- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.
- Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.