



## JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES) Manager Template

<b>JOB TITLE:</b>	Low Carbon Programme Officer (External Funding)		
<b>GRADE:</b>	G10	<b>SERVICE AREA:</b>	Resources & Transformation
<b>JOB CODE:</b>			
<b>REPORTS TO:</b>	External Funding & Business Development Manager	<b>LOCATION:</b>	Civic Centre & Home Working
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"><li>• Evening working may be required to fit in with customers' needs</li><li>• Car mileage allowance paid</li><li>• Some home working will be allowed in line with Council procedures</li></ul>		

*At Walsall Council, we believe that people are at the heart of everything we do. In our work, the way we listen and respond to our customers and colleagues will determine the way we grow and bring Council's vision to life. To succeed, we must push the boundaries of customer service and added value - outstanding is the new standard and the new routine. Using evidence-based insight into solving problems, managers will create an environment that provides opportunities for all individuals and communities to fulfil their potential. As leaders of people, managers will:*

- *Work collaboratively to develop strong working relationships and provide a bridge between the council and the communities it serves;*
- *Embrace change and strive for improvement continuously;*
- *Provide value for money to ensure services are delivered in a timely fashion, combining sustainability with quality;*
- *Challenge the status quo, enable and empower, act with integrity.*
- *Together, they will deliver services that the people of Walsall will be proud of.*

### **1. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.
- Through personal commitment and clear action, the post-holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.

- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

## **2. Main purpose of the job role:**

- Working under the direction of the External Funding and Business Development Manager, to raise our game in bidding for and securing significant levels of external funding that supports the Council and its partners to achieve net zero ambitions. This includes; seeking opportunities for funding, leading on bid submission, and coordinating action across Council services and partners to maximize success. Key duties:
- To support the implementation of the External Funding Strategy with a focus on net zero objectives as set out in the Council's Climate Change Action Plan.
- To support decarbonisation plans for the Council's estate and provide advice to the Council and partners on matters relating to carbon reduction and sustainability, ensuring the Council is well placed to adapt to emerging developments and to maximise funding opportunities.
- To lead / deliver active joint working across Council departments and key partners / stakeholders providing support and sustainability advice throughout project development and bidding stage(s) of new Council projects to optimise energy efficiency, sustainability and renewable energy etc.
- To provide direction and guidance for other service areas across the Council on the development and review of their strategies, policies and programmes of work in relation to the sustainability agenda.
- To lead on the development of technical solutions as part of sustainability funding bids developed by the Council and its partners.
- To support the production of performance, progress and evaluation reports for Senior Management, Council committees, and working groups.
- To develop strong relationships with the Voluntary, Private, Commercial Sectors across Walsall and beyond, to support the delivery of the External Funding Strategy.
- To ensure that wherever possible that external grants procedures and any delegated responsibilities are complied with and that all parties understand their responsibilities for each application they are responsible for.
- Ultimately to lead on the drafting of bid submissions that are timely, of high quality and that succeed in bringing significant amounts of new funding into Walsall.

### **3. Role specific duties and accountabilities:**

#### ***Horizon Scanning***

- To lead on drafting of bid submissions that are timely, of high quality and succeed in bringing significant amounts of new funding into Walsall to achieve net zero ambitions, followed by ensuring that all parties are clear on their on-going responsibilities, including: outputs, spend, monitoring, reporting and claims submission.
- To support the development and provision of good information sources and repositories for low carbon and sustainability funding sources and bid preparation processes for staff; and ensuring that this information is complete, accurate and up to date.
- To act as the technical expert, conduct research and provide advice on potential sources of external funding at the earliest opportunity ahead of funding application deadlines.
- To lead on the coordination and preparation of major funding proposals on behalf of the Council including identifying appropriate contractual deliverables, negotiating with funding bodies, managing communications channels and portals, liaising with collaborative partners, securing match funding and preparing and submitting funding applications and supporting documentation.
- The post is not restricted to external funding, and the post holder will be required to draft and submit internal applications for support in line with agreed processes.

#### ***Leading People***

- To ensure that effective joint working across Council departments and key partners / stakeholders is maintained in support of the successful implementation of the External Funding Strategy.
- To bring together key players to assist in the development of innovative funding proposals, sharing of resources and the development of good practice to ensure success.
- To lead on the development of strong relationships with the Voluntary, Private and Commercial sectors across Walsall and beyond, to support the delivery of the External Funding Strategy.
- To support relationship management with key funding agencies such as Government Agencies, Combined Authority, National Lottery etc.
- To develop and deliver training for internal staff involved in grant bidding and managing externally funded projects.

#### ***Managing Resources***

- To negotiate as required to secure financial by-in / contributions / match funding to support funding applications, followed by setting into place the appropriate SLA / Contracts / Collaboration Agreements to ensure all parties are clear and bound to their commitments.

- Take responsibility for ensuring that bids submitted meet the needs and requirements of key external funders in order to maximize success, ensuring that all submitted bids hold realistic and Value for Money deliverables.
- Develop business cases and funding proposals for projects that support decarbonisation plans.

### ***Managing Performance***

- To develop an agreed performance framework to monitor and evaluate the success of the External Funding Strategy / bid submissions etc. and ensure that appropriate electronic records and archives for external funding are developed and maintained, allowing timely and accurate data to be accessed and presented.
- Ensuring that wherever possible that external grants procedures and any delegated responsibilities are complied with and that all parties understand their responsibilities for each application they are responsible for. This will include;
  - Full compliance with Council procedures and financial regulations etc.
  - Full compliance with Walsall's Grants Manual and associated procedures
  - To update the Grants and Grants Application register for the Directorate
  - Working with Directorate Support, to comply with Corporate/Directorate Grant rules and requirements etc.
  - Joint working with finance officers to ensure we are meeting these requirements as required.
- Where appropriate to take responsibility for delegated projects and programmes ensuring that they are delivered in accordance with their approvals, requirements and delivered their agreed outcomes etc.
- If required to take appropriate remedial to achieve agreed outcomes/outputs, or alternate project/initiatives are formed to utilise the available resources.

### ***Managing Self***

- To be accountable for own progression in career development by learning through training opportunities and both personal and professional development opportunities.
- To keep up to date with Walsall Council and services policy, national trends, research, government guidelines, funding issues, etc.
- To take on responsibility for the delivery of additional duties as reasonably requested by your line management, commensurate with your grade.

## **4. Key Stakeholders and reporting lines**

- To be a key member of the External Funding Team, working collaboratively with colleagues across the Council.

- To provide clear and accurate advice and guidance, as required, to Elected Members, Cabinet Portfolio Holders, the Corporate Management Team and other management teams.



JOB TITLE Low Carbon Programme Officer		GRADE G10
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form =A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> <i>refer to corporate behaviours document</i>		
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	A/I	3
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)		
Outstanding grant / bid writing skills.	A/I	3
Ability to plan and communicate effectively both orally and in writing with a wide variety of stakeholders.	A/I/T	3
Strong numeracy skills, with previous experience of compiling and managing budgets.	A/I	3
Effective negotiation skills.	A/I	3
Excellent ICT skills and abilities.	A/I	3
Strong analytical and reporting skills to identify opportunities for system improvement.	A/I	3
The ability to form and maintain effective relationships with a wide variety of people from a diverse range of bodies and organisations.	A/I	3

<b>Knowledge/Experience:</b>		
Strong track record of developing, drafting and submitting successful high value funding applications to a range of funding bodies for capital/revenue low carbon, environmental and sustainability initiatives.	A/I	3
A fully detailed knowledge and understanding of funding streams that can support Climate Change/ Carbon Management / Sustainability/Regeneration etc.	A/I	3
Significant knowledge and understanding of environmental and sustainability policy, best practice, relevant legislation and regulations.	A/I	3
Considerable knowledge of project management principles when designing large scale projects and programmes including Business Case development, Programme Management and Project Assurance.	A/I	3
Good technical knowledge of low carbon technologies and renewable energy.	A/I	3
In-depth knowledge of measuring and reporting carbon emissions.	A/I	3
Experience of securing match funding (cash or in kind) from a range of partners.	A/I	3
Experience of presenting reports and submissions to a wide range of senior officials	A/I/T	3
Experience of establishing and maintaining effective working relationships with senior officials within external organisations and agencies	A/I	3
Experience of operating within and understanding the Political environment,	A/I	3
Evidence of continuous professional development.	A/I	2
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
Educated to degree level or possessing equivalent experience within the appropriate fields e.g. Environment, Energy, Sustainability, Economic Growth, Regeneration.	A	
A relevant funding or project qualification e.g. IOF, AMP, PRINCE 2 or equivalent experience.	A	
<b>Other Essential Requirements</b>		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
<b>Prepared by:</b>	M Lavender / K Davies	<b>Date: Jan 2022</b>