



JOB TITLE:	Climate Change Programme Manager		
GRADE:	G10	SERVICE AREA:	Healthy Spaces and Environment Team
JOB CODE:	EEC70CCMAG10		
REPORTS TO:	Public Health Development Manager	LOCATION:	Brownhills Depot, 200 Pelsall Road, and home working.
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers. The Post holder will be required to communicate verbally with customers and provide advice and/or information in accurate spoken English. Your designated place of work will be Brownhills Depot. The council operates customer focused hybrid ways of working. This is subject to change and you may be required to work from other locations, short or long term. 		

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 their 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:

- The post will provide project & programme management leadership across Walsall Council as part of the response to the climate emergency declaration, with a focus on achieving a carbon neutral Council by 2041.
- Managing a small team to re-design and delivering the Council's key projects / programmes in the Climate Change Action plan 2020-2025 and develop a portfolio of strategic environmental challenges, as set out in the Action Plan, both within the council and working with partners and the community.

3. Role specific duties and accountabilities:

Horizon Scanning

- Manage and deliver a range of projects and programmes to align businesses, public sector organisations and others working in the borough to reduce their carbon emissions and become carbon neutral by 2041.
- Review every solution to maximise the use of new technology to ensure efficient and effective delivery of services/projects and programmes.
- Research and deliver new models for the implementation of climate change initiatives / services based on design thinking, coproduction, innovation, entrepreneurial opportunities, and user research. Creating business cases that support prototyping and scalability. Drive through culture change on climate change and support efficiencies across service provision.

Leading People

- Manage the climate change team to deliver projects that involve a wide range of stakeholders including all aspect of the design phases including discovery, define, and design and delivery across a series of live projects / programmes focused on climate change and sustainability.
- Deliver a range of engagement activities that result in high levels of participation, provide opportunities for staff and stakeholders to shape the future of the borough's direction on climate change and to contribute to solving issues through innovation.
- Provide directorates with guidance required to understand the need to focus on climate change to identify their change requirements, and to encourage a culture of continuous improvement.
- Represent the Council, the Directorate and the service at internal and external meetings or organisations, regional meetings, inquiries, and other settings. Prepare and present detailed advice and reports in adherence with the best professional standards

- The role will represent the Council with external contractors, partners, and other organisations (WMCA, NGO's, Government etc.)

Managing Resources

- Design and develop operational support and allocate resources to assist with the delivery of climate change programmes, ensure that these are managed to time in line with procedure, best practice, evaluation and business need.
- Work in partnership internally and externally to promote collaborative working, economies of scale and best practice.
- The post holder will be responsible for assisting driving the innovative use of Council resources to meet our ambitious objectives.
- The climate emergency and sustainable future programmes / projects will be long term in duration, more than 10 years in a number of cases and will involve providing advice and guidance on significant procurement programmes and negotiation of resources management measured in the ten and hundreds of millions of pounds.
- The post holder will be required to develop external funding bids with other officers in the Council to make the most of opportunities when they arise.
- To manage and monitor budgets assigned to the post holder, and to follow financial protocols including the tendering and commissioning of work.

Managing Performance

- Through analysing data across the Council and the Borough keep up to date with Council and Borough performance on Climate change indicators and report on progress to internal task groups and wider Council and Regional meetings.
- Ensure that all methods employed meet the legislative requirements, safeguarding policies and key Council objectives. Establish monitoring protocols and manage appropriate checks on activity that deliver effective climate change / sustainability outcomes and ensure remedial action is taken where necessary.
- Focus on reviewing and developing the structures, procedures and working methods for which the post holder is responsible to ensure an integrated, effective, and efficient approach to the delivery of projects / services, making linkages across the Council.
- Use benchmarking mechanisms to assess progress on performance and to provide guidance on best practice. Promote best practice across the Authority and beyond.

Managing Self

- To be responsible for their own self development on a continuous basis and to develop and maintain a body of up-to-date knowledge of the specialist area and a generalist knowledge across related fields.
- To undertake suitable development and training and to undertake reflective practice as part of personal professional development
- To participate in and create suitable learning networks which provide opportunities for growth and to keep up to date with innovation and best practice.

4. Key Stakeholders and reporting lines

- Reporting to the Group Manager Healthy Spaces and Environment the role will lead, innovate, design, champion and implement robust and challenging sustainability programmes / projects across a wide range of portfolios, with many stakeholders.
- The post holder will report regularly to the Climate Change Task Force chaired by the Director of Place and Environment. Co-ordinating input from across the Directorates and reporting back on progress.
- Collaborate with colleagues across the council on the delivery of climate change/ sustainability initiatives to meet the ambitions of the Council including a response to the Climate Emergency declaration, with a focus on achieving a carbon neutral Walsall by 2041.
- This role works in a cross cutting and collegiate way across portfolios and departments to be more than the sum of our parts and to deliver more with less. The role will have regular contact with leading Council Members, Chief Officers and other senior managers across the Council giving advice, challenging perceptions around the delivery of services and promoting new ways of working to achieve sustainability goals.



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	Indicate when Assessment is possible: at Application form =A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: refer to corporate behaviours document		
Professionalism - 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
Leadership - 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
Accountability - 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
Transparency - 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
Ethical - 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
Abilities/Skills: (refer to JE guidance document)		
Ability to analyse and interpret data, identify trends and test solutions. Present results and put forward recommendations to support decision making	A/I	3
Ability to work with colleagues and partners to identify effective means of delivering improvements to business processes and strategies	A/I	3
Ability to directly manage staff and matrix manage others to ensure successful outcomes on the delivery of targets in the action plan	A/I	3
Ability to develop staff training and competency in sustainable development and carbon literacy.	A/I	3
Strong leadership skills and proven ability to lead and drive organisational and culture change	A/I	3
The ability to communicate verbally with customers and provide advice	I	3
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.		
Experience of leading on major projects and reviews , to support and enhance service delivery	A/I	2
Experience of managing staff including target setting, monitoring workload, and performance management.	A/I	3

Experience of managing delegated budgets, finding external funding and resources and managing in line with organisation policy and procedure	A/I	3
Experience in procurement and contract management	A/I	2
Knowledge and experience in interpersonal and communication skills, with an ability to influence and build support	A/I	3
Evidence of continuous professional development	A	
Qualification: 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.		
Degree or MSc in Sustainable development or similar Environmental based subject.	A	
Other Essential Requirements		
An awareness of, and commitment to, equality of opportunity	I	2
Awareness of, and commitment to, confidentiality and handling data	I	2
Prepared by:	Liz Stuffins	Date:15-11-22