



**SUPPORTING INFORMATION FOR THE POST OF
Climate Change Manager**

May 2022

ADVERTISEMENT

Climate Change Manager

Full time 37 hours

Grade 8 (D2) £41,591 - £43,570 per annum

NKDC has been committed to tackling climate change for over a decade, setting itself, and exceeding, ambitious targets to reduce corporate and district wide emissions. In 2019, Full Council unanimously declared a Climate Emergency and committed to working with residents, businesses and other partners to tackle climate change and reach net zero emissions (council operations and district wide) by 2030. Since then, we have developed a Climate Emergency Strategy and Action Plan to start us on the challenging race to zero. In addition, we have a statutory duty improve the quality of housing in the district and are ambitious about action to tackle fuel poverty.

The authority highly values its colleagues as is demonstrated through our IIP Gold Award and is agile by design. Therefore, flexible hours and hybrid working is the norm, and part-time and job share will be considered.

As Climate Change Manager you will play a vital role in delivering all environmental, sustainability and fuel poverty activities. The main focus will be leading the delivery of the Climate Strategy and the current Climate Emergency Action Plan, determining the decarbonisation solutions required to reach our ambitious targets. You will need to have a comprehensive knowledge of the causes of, and solutions to climate change and fuel poverty.

The role will include driving change across the council and the district. Therefore, you will have excellent communication and partnership skills and be innovative. You will be instrumental in developing, leading and delivering projects, campaigns and initiatives with the public, businesses, colleagues and wider partners and stakeholders to reduce greenhouse gas emissions from council activities, and across the district.

Our environment and fuel poverty activities are based on evidence and therefore you will need to have the ability to research and analyse information and communicate your findings. You will ensure projects are successfully delivered and possess the ability to manage projects, monitor and reporting progress as necessary.

On the sustainability agenda, you will provide support and advice to colleagues, residents, businesses, partners and key stakeholders. In relation to fuel poverty, you are likely to deal with vulnerable residents with complex circumstances. We also work collaboratively with other local authorities, and you will regularly attend meetings including the Lincolnshire sustainability, and fuel poverty officers' groups. Therefore, you must be able to build strong, effective working relationships and partnerships, be a strong communicator with highly developed emotional skills to engage with technical and non-technical audiences.

If you think you have the skills and enthusiasm to tackle the climate and ecological emergency, and ensuring people have access to warm efficient homes, we would like to hear from you.

Closing date for applications is **12 June 2022.**

Interviews will be held on **21 & 23 June 2022.**

Dear Applicant,

Vacant Post: Climate Change Manager

Thank you for your interest in the above post.

I enclose an application pack, which includes: application form and Generic Job Profile and main terms and conditions.

Please ensure that you complete all sections of the application form fully. CVs are not accepted. When filling in your application form, please study the generic job profile and advert carefully. If you do not demonstrate on the form that you fulfil the criteria for the position, you are unlikely to be successful in your application.

The closing date for all applications is **12 June 2022**.

The interview date will be **21 & 23 June 2022**.

Yours faithfully,

HR Team

Principal & Department Management D2 - Generic Role Profile

POST TITLE: Climate Change Manager

JOB PURPOSE:

To be responsible for an efficient and effective service ensuring high quality service delivery and professional standards to meet the organisation's priorities and ambitions as well as strong people management in line with North Kesteven District Council's Corporate Values. Significant breadth of responsibility and overall accountability for budget, resources and strategy development and execution.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- ☐ Overall responsibility for the performance of the service to ensure the delivery of the
- ☐ NK Plan and Performance & Service Plans including agreed KPIs
- ☐ Provide expert guidance to direct reports responsible for discreet work areas in order
- ☐ to ensure the delivery of the NK Plan and Performance and Service Plans including agreed KPIs, providing clarity around the priorities and goals of the service
- ☐ Accountability for multiple budgets, signing off expenditure to ensure the service remains within budget
- ☐ Develop and improve the capability of direct reports in line with the 'Our People' Strategy, motivating and mentoring them to ensure personal development and a high performing team, leading on Talent NK and succession planning for your service area
- ☐ Accountable for the service delivery of the service in respect of the NK Plan, Performance and Service Plans including agreed KPIs, service level agreements, partnership arrangements, legislation, regulation and codes of practise
- ☐ Lead the end of year financial processes to ensure the service meets their year end targets and sound financial management in the organisation
- ☐ Ensure any service risks are minimised, mitigated or removed by detection, analysis and control
- ☐ To respond to new and emerging issues, and ensure that the Council is compliant with legislative requirements, as well as ensuring it is embedded into all teams across the authority
- ☐ Provide expertise in their area of knowledge, giving guidance to senior management and Councillors across multi-disciplinary service areas
- ☐ Adopt a strategic approach to pre-empt customer needs, identifying opportunities and facilitating change, including workforce planning and transformation
- ☐ Evaluate existing service delivery, taking into account customer feedback and lessons learnt to enhance and maximise service quality, efficiency and continuity
- ☐ Responsible for ensuring the implementation of corporately-

directed change management processes to consistently improve service delivery and customer experience, taking into account legislative change where appropriate

- ☐ Responsible for the annual planning cycle of the service to support the strategic direction of the Council
- ☐ Identify trends, strengths, weaknesses, opportunities and threats within service that may have an impact on other areas of the organisation or the Council as a whole to enable appropriate and timely action to be taken
- ☐ Shape the strategic direction of the service, leading the planning and organising of activities over many months, considering both the short and long term implications and to support the Council priorities and ambitions
- ☐ Keep up to date with changes locally and nationally that may affect the delivery of the team and horizon scan for new and innovative ideas in local government and beyond
- ☐ Produce and deliver formal reports, briefings and presentations
- ☐ Work with existing partners and build appropriate new partnerships to ensure the needs
- ☐ of the community are met in an efficient and effective way and the Council is represented positively
- ☐ Interact at a senior level across the council. Network with fellow professionals in the wider community and represent and promote the service and North Kesteven District Council as a whole, including involvement in creation of new initiatives
- ☐ Oversee multiple projects, ensuring each is delivered to a high standard, on time and within budget, working with peers across various functions of the Council to ensure effective collaboration
- ☐ Receive and respond to general enquiries from customers (external and/or internal), referring requests outside of one's own knowledge base/responsibility to the appropriate person/area in order to provide an efficient and effective service
- ☐ Monitor and maintain a safe working environment for self and others
- ☐ Promote a positive image of the service area and the council as a whole
- ☐ Ensure effective communication with councillors and team members at all levels
- ☐ To undertake such other duties as may be determined from time to time, within the general scope and commensurate with the grade of the post. Duties outside the scope of the post may be undertaken with the consent of the post holder

KNOWLEDGE, SKILLS & EXPERIENCE

- ☐ Professional Qualification in the Climate Change sphere and extensive vocational experience in the specialist area of the service
- ☐ Significant experience of managing and developing people in various discreet work areas
- ☐ Experience of managing corporate projects
- ☐ Experience of working with and influencing senior management successfully
- ☐ Experience of accountability for budgets and resources and evidence of working within financial management procedures

- ☐ Experience of developing and implementing innovative solutions and strategic
- ☐ planning and execution
- ☐ Experience of writing corporate level reports
- ☐ Senior professional knowledge of the principles, theory and practise of the service as well as awareness of broader developments in that area
- ☐ Experience of and capability to manage of systems and services within the service area
- ☐ Senior local government experience and how its services relate to the broader success of the Council
- ☐ Competence to operate effectively and with discretion with regard to politically sensitive information and situations

NKDC is a people-focused, honest and high-performing organisation, which utilises teamwork to deliver a professional service to our customers and partners and in making positive contributions in support of a District of Flourishing Communities.

All our employees are supported to manage their workload, take responsibility, be proactive about their own development, to work effectively with others, and to meet our customers' needs; and where relevant are supported to be effective managers and leaders. We expect all employees and volunteers to comply with all current legislation, Council Policy and procedures including but not limited to duties defined in the Health and Safety at Work etc.

Act 1974, the Council's Health and Safety Policy, and any specific Council policies as appropriate to their role. We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all employees and volunteers to share this commitment. All employees who come into contact with children, young people and adults at risk are expected to comply with all requirements detailed within the Safeguarding Policy. We work closely with Union representatives to help ensure approaches and solutions adopted are fair and equitable across our workforce. All employees have the right to join a trade union and to take part in its activities. All employees also have the right not to belong to a trade union.

MANDATORY JOB REQUIREMENTS:

- A degree/equivalent in the Climate Change sphere
- Driving licence and use of a vehicle is essential

MAIN TERMS AND CONDITIONS OF APPOINTMENT

Post of: Climate Change Manager

A copy of the Generic Role Profile is enclosed

Salary

Grade 8 (D2) £41,591 - £43,570 per annum

Hours of Work

This is a full-time job – 37 hours. A scheme of flexible working hours is in operation, within prescribed limits.

Allowances

This post attracts an essential car user allowance, at the middle rate.

Holidays

Annual holiday entitlement is 27 days (32 days after 5 years' service), plus a further 8 bank and public days

Pension

You will be auto enrolled into the pension scheme.

The closing date for applications is **12 June 2022**.

Interviews will be held on **21 & 23 June 2022**.