



JOB DESCRIPTION AND PERSON SPECIFICATION

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| Job Title: Head of Climate Emergency Response | Directorate: Planning, Transport & Environment |
| Section: Energy and Sustainability/One Planet Cardiff | Reporting to: Andrew Gregory |
| Grade: OM 1 | Hours per Week: 37 |
| Post Number: | Number of Employees Reporting to Post: 12 |
| Special Conditions: | Location of Post: County Hall, Atlantic Wharf, Cardiff, CF10 4UW |

Duties and Responsibilities

Job Purpose

To strategically and commercially develop and deliver Sustainability and Carbon Reduction strategies, programmes and projects including: the delivery of relevant infrastructure, business models, partnerships and governance that meets statutory requirements and outperforms national best practice. Manage the delivery of Council wide staff, business and public stakeholder communication and engagement on climate change and carbon reduction.

The post is directly responsible for leading the development and delivery of the One Planet Cardiff Strategy including:

1. To lead, coordinate and contribute to the development of corporate vision, policy and implementation programme related to all matters related to the Council's One Planet Cardiff and Carbon Neutral agenda
2. At a senior corporate, citywide, regional and national level liaising and ensuring that one planet vision, policies, agenda, and priorities are presented across the Council/ Key Partners leadership to promote and develop the agenda.
3. To lead the programme management function, delivery plan and review of the One Planet Cardiff Strategy and to work closely with nominated staff within the Council and in key partner organisations to set and monitor targets, resolve issues and initiate corrective action as appropriate.
4. To act in the position of Managing Director of Cardiff Heat Network Ltd, adhering to the legal, statutory and governance duties expected of such a position, contract managing the delivery of the construction phase of development and managing all subsequent operational and expansion activities.

5. To be a Senior Responsible lead working directly with colleagues in the Council, City Region and Welsh and UK government – engaging at a senior level with regional and national senior officers to director level - to ensure that national and regional Carbon Reduction and Climate Emergency policies and strategies are fully embedded into Cardiff Council corporate policy to ensure a rapid and smooth transition is achieved in Cardiff over the next decade to meet the targets set out in the Council's One Planet Strategy.
6. To provide the overall management responsibility for the effective deployment, performance and development of staff and resources within the Energy & Sustainability function, including low carbon transportation, clean air, domestic retrofit, food strategy, renewable energy and One Planet Cardiff programmes.
7. To work closely with the Director and Senior Managers on programmes, policies, strategies and delivery plans to address the Council's ambition of becoming Carbon Neutral by 2030. To engage closely with corporate policy leads to ensure full directorate alignment with Policy developments.
8. To manage communications with stakeholders and liaise with the Council's nominated Communications team as required on any media issues relating to relevant projects.

Job Specific

9. To take a lead role in developing and promoting at a senior level, as well as regionally and nationally, all aspects of the one planet agenda.
10. To work with corporate/council and partner leadership and senior officer teams to collaboratively develop, present policy and deliver programmes.
11. To take responsibility for ensuring that the Council meets its duties for ensuring compliance with the Welsh Government ambition for a carbon neutral public sector in Wales by 2030
12. To develop and provide expert policy and strategy advice on decarbonisation, assisting other directorates and partners to understand and reduce the carbon footprint of their activities
13. To develop business cases for opportunities, capital investment and grant applications to deliver a pipeline of energy generation and energy efficiency interventions to help deliver the One Planet Cardiff agenda, ensuring the development, delivery and effective operation of new projects and contracts that result.
14. To be the responsible officer for gaining and managing revenue and capital grants and other funding streams for major Carbon Reduction projects and programmes, fostering and maintaining relationships with funding bodies to seek, retain and exploit further opportunities as they arise.
15. To lead on the development of innovative projects and collaborative work with partner organisations to identify alternative low carbon projects programmes and policies, to ensure that Council and city-wide decarbonisation targets can be achieved.

16. To build, lead, manage and support a team of officers to ensure effective implementation of One Planet Cardiff policies is achieved across the Council and more widely across Cardiff.
17. To work closely with Director, senior managers, corporate policy and strategy leads to ensure full alignment of approaches around low carbon is facilitated in the Council and more widely across Cardiff.
18. Where appropriate write public documents on topical issues around One Planet/Sustainability strategies/proposals, Business Plans, Scrutiny Reports, speeches and Cabinet Reports.
19. To occasionally deputise for the Director and senior managers at both internal and external events.

Corporate Requirements

20. To participate actively in supporting the principles and practice of equality of opportunity as stated in the Council's Equal Opportunities Policy.
21. To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate.
22. To, as a statutory duty, adhere to the Council's Corporate Safeguarding Policy and associated policies and procedures and to report concerns regarding the safety and wellbeing of children or adults at risk. In order to support you in this, you are required to access safeguarding training at the level which is relevant to this post.
23. As a term of your employment you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organisation.
24. Although you will be provided with a base, you will be required to work from various locations in accordance with the needs of the role.

DATE COMPLETED: _____ **AGREED BY:** _____
(Recruiting Manager)

Date Received by Post holder: _____

Signature of Post holder: _____



Person Specification

Job Title: OM One Planet Programme Manager
Post Number:

THE PERSON APPOINTED MUST MEET THE FOLLOWING REQUIREMENTS

| Area to be Demonstrated | Essential Requirements YOU MUST DEMONSTRATE THAT YOU MEET THESE REQUIREMENTS | Desirable Requirements YOU DO NOT HAVE TO MEET THESE REQUIREMENTS BUT IF YOU DO, PLEASE TELL US | How Assessed Application Form or Interview or Both |
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| Competencies (as per Behavioural Competency Framework) | <ul style="list-style-type: none"> • Putting Our Customers First – Level 3 • Getting Things Done – Level 4 • Taking Personal Responsibility – Level 4 • Seeking to understand others and treating them with respect – Level 4 • Initiating change & improvement – Level 4 • Communicating – Level 4 • Analysing, problem solving & decision making – Level 4 | | Application Form & Interview |
| Education & Training | Educated to degree level or equivalent preferably in a subject area with applicability to the sustainability or environmental agenda. | Membership or seeking membership of professional body. | Application Form & Certification where required |
| Experience / Knowledge | <p>Experience in the development and implementation of policies, strategies/ action plans with reference to environmental, sustainable policies.</p> <p>Demonstrable managerial leadership ability in the context of financial pressures</p> <p>Demonstrable ability of managing budgets and resources</p> <p>Demonstrable experience of managing, motivating and developing staff.</p> <p>Demonstrable ability to promote lead and</p> | Management of services and a breadth of experience in planning of services and improving performance of service delivery | Application Form and Interview |

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| | implement projects to deliver service delivery objectives. | | |
| Skills and Abilities | <p>Excellent communication and persuasion skills both written and oral. High level of inter-personal skills.</p> <p>Ability to engage with a wide range of service areas to bring into policy alignment with best practice and environmental guidance</p> <p>To manage the delivery of strategies/policies/working practices/performance in line with environmental and sustainable principles.</p> <p>Ability to manage, lead and implement major change agendas and projects that result in significant cultural change.</p> <p>Good organisational skills including the ability to effectively manage multiple priorities and work under pressure to high levels of performance to tight and often challenging deadlines</p> <p>An ability to negotiate and to win over others through logical and persuasive argument</p> <p>The ability to work collaboratively and help deliver corporate priorities</p> | Ability to work closely and effectively with senior managers and Elected Members, understanding political processes and managing politically sensitive issues. | Application Form and Interview |
| Personal Attributes | <p>Commitment to environmental improvements and the sustainability agenda.</p> <p>Takes ownership of service delivery to meet customer</p> | | Interview |

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| | <p>needs and demonstrates personal responsibility for resolving complaints.</p> <p>Commitment to Council's policies on Equality and Diversity</p> <p>Innovative and resourceful with ability to identify and deliver new opportunities</p> | | |
| Special Circumstances | Ability to travel to various locations | Full valid driving licence | Application Form and Interview |