

## CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

<b>DEPARTMENT: Place</b>	<b>SERVICE GROUP: Sustainability</b>
<b>POST TITLE: Sustainability Programmes Delivery Manager</b>	<b>REPORTS TO: Assistant Director Sustainability</b>
<b>GRADE: Special B</b>	<b>SAP POSITION NUMBER :</b>

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes. As a candidate/employee you will be expected to demonstrate your ability meet the special knowledge, experience and qualifications required for the role.

### **Key Purpose of Post:**

- 1) To take strategic responsibility and lead the delivery of environmental and sustainability strategy and policy by designing and implementing a comprehensive programme of activities and initiatives to address the Climate Emergency, Net Zero targets and Environmental Challenges, reducing Carbon, GHG and air pollutants to improve Air Quality and ensuring sustainable use of resources, accelerating the transition to a Circular Economy across the Bradford District.
- 2) To provide strategic and inspirational leadership within and outside the Council to develop and enable Environmental Sustainability strategies, best practices and operational frameworks for wider transformative activities across Council Departments and external stakeholder groups, to limit collective impact on the climate and ensure residents, businesses and public sector partners can adapt to the challenges of the future.
- 3) To embed a performance management and continuous improvement culture into

all programme activity to address the Climate Emergency, Net Zero targets and reducing Carbon, GHG and air pollutants, ensuring that the needs and aspirations of citizens are at the heart of all activities, synergies are identified and maintained throughout, best practice is delivered, political realities are taken into account and that customer service is enhanced.

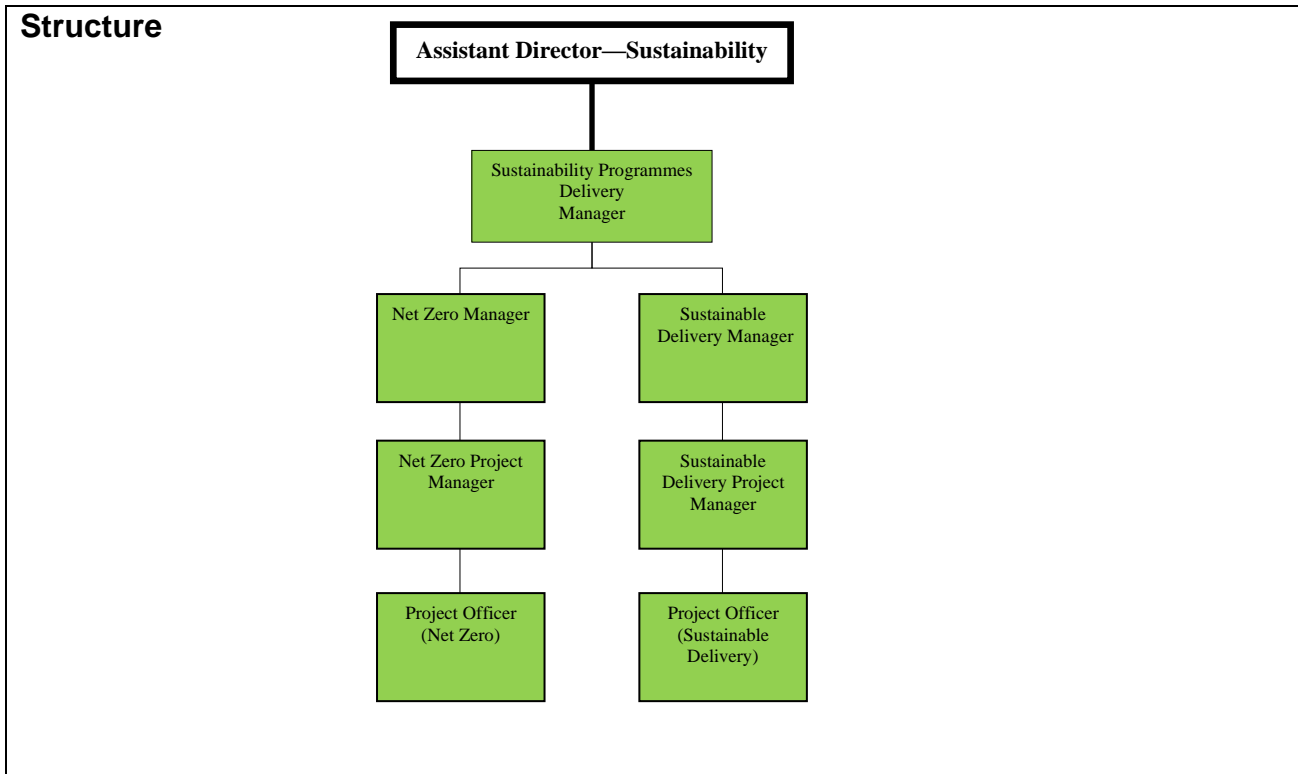
- 4) Provide challenge and advice to Directors, Senior Staff, elected members and external stakeholders in relation to improvements in Environmental Sustainability, to help ensure the delivery of these improvements across all programmes the Council and its public and private sector partners deliver.

#### **Main Responsibilities of Post:**

- 1) Directly responsible to the Assistant Director, Sustainability for the development and delivery of a range of multi £m (£1m-£30M) Environmental Sustainability programmes to meet Climate Action, Net Zero, Carbon Reduction, GHG and Air Pollutant targets, ensuring consistent, strategic and sustainable outcomes. This work will be predominantly unsupervised and with a very high degree of delegated responsibility on issues relating to Environmental Sustainability that impact on a District-wide basis.
- 2) Develop and deliver Environmental Sustainability strategies and operational frameworks that deliver continuous improvement in limiting collective impact on the climate, improving climate outcomes for residents, businesses and public and private sector partners to the Council.
- 3) Act as the professional expert on all aspects of Environmental Sustainability, ensuring that appropriate professional advice is given to elected members, MPs, Directors, managers and employees.
- 4) Work in close partnership with the Council's Legal, Finance and Procurement Services to develop appropriate partnering and commercial models for public/private sector partnership working and ventures to tackle environmental challenges.
- 5) To develop business cases for investment in Environmental Sustainability programmes and manage programme budgets to ensure value for money and secure the effective delivery of programme benefits.
- 6) Build and maintain positive relationships across the Department and beyond, (in particular with Council Departmental Managers and staff, elected members, MPs, Directors and external stakeholders including WYCA and other Strategic Partners from both public and private sectors, including the Sustainable Development Partnership), in order to facilitate the delivery of key Sustainability activities.
- 7) Drive the sustainable performance management of the Department through effective and efficient business planning, key programme delivery management, data analysis, budget management and value for money. This includes work of a highly complex nature relating to the full range of Climate Emergency, Net Zero,

- reduction in Carbon, GHG and Air Pollutants activities Council-wide.
- 8) Shape and influence the strategic direction of the Council's response to the Climate Emergency and Net Zero, through methodologies to optimise use of resources and assets across the District.
  - 9) Monitor and evaluate the implementation and delivery of Environmental Sustainability programmes for carbon cost efficiency and impact on the climate, identifying and resolving areas of non-compliance with strategy or poor performance.
  - 10) Ensure the effective introduction of Environmental Sustainability policy initiatives, strategies, guidance & compliance with legislation through strategic and inspirational leadership, developing operational frameworks and working practices, briefing Council staff, senior officers, elected members, MPs and external organisations as required. Take residual action as required and work effectively alongside all Place Senior Management and Directors to ensure consistency of approach to Sustainability.
  - 11) Monitor and control the standard and quality of Sustainability strategies across initiatives delivered both internal to the Council and in conjunction with external partners to ensure excellence in approach and delivery methodologies, identifying opportunities for continuous improvement. Drive corrective action to support the delivery of Climate Action, Net Zero and Carbon, GHG and Air Pollutant reduction, in line with the Council's strategic aims and ambition to lead by example to be one of the best councils in the country for positive climate impacts, reducing carbon and proactively managing biodiversity and natural resources.
  - 12) Establish and maintain a performance culture and systems that support the delivery of effective and efficient programme delivery and decision making. Provide leadership and guidance on service improvement efficiencies, ensuring both a customer centric and climate focused approach to programme delivery.
  - 13) Design, Lead and direct the delivery of the Departmental Priorities and Principles Plan for a Sustainable District, ensuring it aligns with the Council Plan 2021-2025, Service Plans and the environmental sustainability aspirations and plans of the Service Areas across Place. Ensure it delivers the desired outcomes: this will include ensuring that the Governance and Administration of all Environmental Sustainability Programmes are both appropriate and effective and that all the managers and staff within the Department are fully engaged with the plans. The postholder will have indirect responsibility for all activities within the Place Department to ensure that the Sustainable District Plan is delivered.
  - 14) Prepare communications, reports and briefings for Members, CMT and the Assistant Director, Sustainability and attend CMT, Scrutiny and Overview committees, Area Committees, Working Parties and other corporate and strategic partnership meetings as required. Specifically, these will relate to the application of Environmental Sustainability strategies, policies and programmes and the delivery of services to ensure that residents, businesses and public and private sector partners can adapt to the climate challenges of the future.

- 15) Interpret performance and financial data in order to assist the Assistant Director, Sustainability to ensure continuous improvement in programme delivery and financial management of the programmes, ensuring that the Department meets its financial obligations.
- 16) To manage the Health and Safety and Well-Being of the Sustainability team in compliance with Council Policy and Legislation Requirements.
- 17) To deputise for the Assistant Director, Sustainability in his/her absence from time to time to represent the Sustainability Department at CMT, Scrutiny and Overview committees, Area Committees etc.
- 18) To manage a team of senior Climate Action and Sustainability Programme Managers, Project Managers and Project Officers and external delivery partners and stakeholders, leading by example and mentoring on Sustainability principles and practices. Implementing a range of programmes and initiatives incorporating Sustainable Development Goals to address the Climate Emergency, Net Zero targets and reducing Carbon, GHG and air pollutants, in accordance with the Sustainable District Plan. These will include:
- Managing the collection and re-investment of CAZ revenues, applying environmental sustainability principles and practices to business cases and evaluation of investment opportunities
  - Designing and delivering the Bradford Hydrogen Hub in partnership with key stakeholders and bus and fleet operators
  - Joint initiatives with the Combined Authority Climate Change and Environment Plan Group to coordinate activity and gainshare distribution
  - Enhancing and managing the growth of electric vehicle charging networks across the Bradford District through private sector growth and consideration of subsidised charging
  - Continuously growing the active travel network
  - Sustainable Procurement practices and guidance
  - A range of initiatives to further the adoption of carbon budgeting and plans for achievement of Net Zero by 2038 with significant progress by 2030.



**Special Knowledge Requirement: Will be used in shortlisting.**

**Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.**

	<b>Essential</b>
Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Advanced Threshold level which will be implemented where the post requires a greater level of sensitive interaction with the public,( e.g. in children’s centres) – where the person is able to demonstrate that they can during the interview: a) Can express themselves fluently and spontaneously , almost effortlessly b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language	X
Track record of achievement in leading major development projects and programmes	X
Uses specialist knowledge of health, safety and environmental policies , procedures and legislation including risk in own area and/or across other areas of work	X
Uses specialist knowledge of all policies, procedures and legislation relating to the detailed workings of the Place Department to build and deliver a Business Case that drives continuous improvement	X
Uses a range of specialist ICT systems across own work area and or across other areas of work.	X
Monitors and manages budgets for the whole Department, including keeping costs and income within agreed levels and of developing funding bids	X

Intellectual ability to assimilate complex information and issues and disseminate them to others in meaningful way. Uses, interprets, analyses and communicates complex information from a variety of sources.	X
<b>Please add any 5 additional knowledge requirements specific to the post</b>	
Excellent Programme and Project Management Skills	X
Able to demonstrate a high level of political awareness.	X
Experience of staff management including workload planning, performance management and personal development. This will include staff under the postholder's direct control and those that report to other Directors	X
Ability to communicate effectively and with confidence both orally and in writing to a wide range of audiences (including ability to write clear and concise reports & presentations). This includes communications with the Council, DMT, Directors, elected members and external stakeholders (including WYCA)	X
Excellent networking and negotiation skills including the ability to maintain and develop ongoing and productive relationships with internal departments, elected Members, external business and community representatives and partners to achieve the most beneficial outcomes for businesses and achievement of project objectives.	X

<b>Relevant experience requirement: Will be used in shortlisting</b>	
The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the advanced threshold standard outlined under Special Knowledge above.	
5 years experience within a large multifunctional public sector or similar organisation, and in a service area relevant to the specific post, including: <ul style="list-style-type: none"> <li>• Experience of managing staff and budgets;</li> <li>• Experience of programme management; and</li> </ul>	
Experience in the delivery of large-scale multi functional transformation and regeneration programmes that cross service and professional boundaries	
Experience in working with cross-sectional teams of people and proven ability to deliver exceptional results	
Experience of building and managing significant budgets (in excess of £10m) for both revenue and capital.	
Experience of working cooperatively in multi disciplinary teams and with a range of partners to deliver successful projects/programmes	
Demonstrates a record of achievement in leading, developing and motivating a team of cross-sectional professionals, fostering a culture of commitment to secure service improvement	
<b>Relevant professional qualifications requirement: Will be used in shortlisting</b>	
Educated to post-graduate level	
A formal Project Management qualification (PRINCE 2 or APMP) or 7 years' experience of managing projects and programmes.	

<b>Core Employee competencies at manager level to be used at the interview stage.</b>
<b>Carries Out Performance Management</b> – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.
<b>Communicates Effectively</b> - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.
<b>Carries Out Effective Decision Making</b> - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.
<b>Undertakes Structured Problem Solving Activity</b> - covers a full range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.
<b>Operates with Dignity and Respect</b> - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.

<b>Management Competencies: to be used at the interview stage.</b>		
<b>Operates with Strategic Awareness</b> Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.		
<b>Practices Appropriate Leadership</b> Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do.		
<b>Delivering Successful Performance</b> Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.		
<b>Applying Project and Programme Management</b> Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.		
<b>Developing High Performing People and Teams</b> Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.		
<b>Working Conditions:</b>		
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.		
Expected to attend and represent the service at a wide range of Council Committees, Neighbourhood Forums, public meetings, courses and conferences as necessary, including which take place outside normal office hours.		
<b>Special Conditions:</b>		
You will be informed if there is a requirement for the post to have recruitment checks such as DBS, Warner Process.		
<b>Compiled by:</b> A Whittles	<b>Grade Assessment</b> <b>Date:</b>	<b>Post Grade:</b>
<b>Date: 18/01/2023</b>	<b>20 March 2023</b>	<b>Special B</b>