CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Department of Place** | **SERVICE GROUP: Sustainability** | |
| **POST TITLE: Sustainable Delivery Manager** | **REPORTS TO: Sustainability Programmes Delivery Manager** | |
| **GRADE: PO5/6** | | **SAP POSITION NUMBER :** |

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.

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| **Key Purpose of Post:** | |
| * To take responsibility for programme management of a wide range of sustainable delivery initiatives, supporting the Council and its stakeholders in addressing UN Sustainable Development Goals and in the achievement of local, regional and national carbon reduction targets. Supporting a just transition to a net zero carbon future, with low consumption and high levels of circularity in our economy, business and industry and in our residents’ daily lives. * Deliver a programme of activities ensuring that processes, systems and methodologies are rolled out to support the adoption of sustainable practices, identifying synergies, collaboration opportunities, delivering and sharing best practice and enhancing the lives of the district’s people whilst also protecting the natural world upon which our lives, lifestyles and economies depend. * To lead in project managing key Sustainable Delivery programmes and projects involving external stakeholders and delivery partners; agree, implement, manage and monitor complex project plans across a variety of sectors. Provide empathetic and motivational leadership to a small team of Project Managers and Project Officers, helping to develop and maintain a positive, supportive and honest culture within the wider Sustainability Programmes Delivery team. | |
| **Main Responsibilities of Post:** | |
| 1. Under direction from the Sustainability Programmes Delivery Manager, to manage and monitor the finances of Sustainable Delivery Projects and ensure that appropriate and effective financial monitoring processes are in place. 2. To respond effectively to the needs of Elected Members, the Council’s Management and other key Communities of interest in order to promote corporate leadership to deliver the Sustainable Delivery aspirations, vision and objectives of the Council. 3. To liaise with all relevant parties to identify and realise the benefits of major Sustainable Delivery Programmes in the overall development of the District. 4. To manage staff in the team supporting Project Management and financial management. 5. Responsible for managing effective partnership working, performance & monitoring measures and procedures for the relationship with key stakeholder groups including West Yorkshire Combined Authority (WYCA), funding bodies, Elected Members, Businesses, Voluntary and Community organisations, and Senior Officers of the Council and other key partner organisations. 6. Working closely with a wide range of Council officers, management and external partners, the post holder will manage or contribute to a range of Projects and initiatives using project management methodologies and mechanisms. 7. To manage the preparation of submissions, bids and other key documents with a view to securing large financial investment in sustainability and net zero related projects from a wide range of sources (both internal and external). 8. Support Council departments and services in delivering projects designed to provide sustainably delivered services and facilities to citizens of the District. 9. Identify business benefits and other opportunities and facilitate their realisation from projects the team is delivering or supporting. To contribute to the development of the council or Sustainability Service’s input into business cases. 10. To oversee and direct meaningful consultation and engagement with Stakeholders of all types. To be responsible for managing programmes or projects through development, co-ordination and maintenance of project risk, issues and exceptions logs. 11. To manage project work streams to timely completion in line with the project plan and ensure that appropriate systems are in place for monitoring progress. 12. To write, draft and contribute (as appropriate) to the preparation and presentation of reports, in a pre-agreed format 13. To be responsible for project audit trail, including track record of all decisions for governance purposes and financial accountability. 14. To manage work streams of external delivery partners and ensure their compatibility with major project and programme plans. 15. To investigate, share and transfer best practice to improve capacity within the Council and ensure all possible lessons learned and knowledge transfer opportunities are exploited. 16. To role model environmentally sustainable lifestyles and working practices. To undertake any other duties as required commensurate with the post’s grade. | |
| **Structure:**  Assistant Director  Sustainability  Sustainability Programmes Delivery Manager  Sustainable Delivery Manager  Net Zero Manager  Net Zero Project Manager  Sustainable Delivery Project Manager  Net Zero Project Officer  Sustainable Delivery Project Officer | |
| **Special Knowledge Requirement: Essential for shortlisting.** | |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column** | |
|  | **Essential** |
| Due to the Government’s Fluency in English 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 applied where the post holder requires a greater level of sensitive interaction with the public.  You must be able to demonstrate that you can express yourself fluently and spontaneously (this will also be tested during the interview). | x |
| Ability to demonstrate the delivery of significant projects or programmes in a best practice Programme and Project Management environment | x |
| Experience of managing complex high-profile projects or work-streams to time, quality and budget. | x |
| Uses a range of specialist ICT systems across own work area and or across other areas of work. | x |
| Experience of managing, leading or supervising staff | x |
| Understanding of process for managing and delivering different types of projects (e.g. capital, infrastructure, consultancies, community, communications) and ability to successfully manage contractual issues. | x |
| Experience of budget management relating to projects and/or programmes | x |
| Uses, interprets, analyses, communicates complex numerical information. | x |
| Able to understand and present complex information (including financial). | x |
| Able to demonstrate excellent written skills, write reports and draft documents in a logical and accurate manner. | x |
| Able to investigate complaints/requests and demonstrate a high level of initiative, strong analytical and problem-solving skills. | x |
| Has demonstrable knowledge of, and passion for, Sustainability, Climate Action and a Net Zero future. | X |

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| **Relevant experience requirement: Essential for shortlisting** |
| The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the Advanced threshold level outlined under Special Knowledge above. |
| Working at a senior level in a relevant field (e.g. Project and Programme Management, Policy, Sustainability, Transport, Active Travel, Green Economy, Carbon Emissions reduction or similar). |
| Detailed knowledge and practical experience of implementing programme or project management methodologies to achieve successful outcomes |
| Successful track record of managing or leading multi-disciplinary teams and functions to achieve project objectives. Successfully managing external advisers and partnerships. |
| Successfully managing external advisers or contracts |
| Applying a range of recognised Programme and Project Management tools and approaches to achieve successful outcomes. |
| Successfully representing and promoting an organisation at a senior level with external bodies and the media. |
| Working effectively with a range of stakeholders at all levels in order to achieve agreed objectives |
| **Relevant professional qualifications requirement: Essential for shortlisting** |
| Educated to degree level or equivalent qualification, or equivalent demonstrable experience.  A formal Project or Programme Management qualification (PRINCE 2, APMP, MSP) or extensive demonstrable experience of managing projects and programmes. |
| **Core Employee competencies at manager level to be used at the interview stage.** |
| **Carries Out Performance Management** – covers the employee’s capacity to manage  their workload and carry out a number of specific tasks accurately to a high standard. |
| **Communicates Effectively** - 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. |
| **Carries Out Effective Decision Making** - 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. |
| **Undertakes Structured Problem-Solving** **Activity** - covers a 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. |
| **Operates with Dignity and Respect** - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face. |

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| **Management Competencies: to be used at the interview stage.** | | |
| **Operates with Strategic Awareness** Our managerswork with corporate priorities and policies in a joined-up way with others, internally and externally. Works democratically, transparently and accountably. | | |
| **Practices Appropriate Leadership** 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 Bradford District in all that they do. | | |
| **Delivering Successful Performance** 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. | | |
| **Applying Project and Programme Management** 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. | | |
| **Developing High Performing People and Teams** Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council’s values and goals. | | |
| **Working Conditions:** | | |
| Must have the ability and willingness to work occasional evenings, weekends and Bank Holidays as required by the needs of the service.  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. | | |
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| **Special Conditions:** | | |
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| **Compiled by:**  **C Escreet**  **Date: Jan 2023**  **Updated March 2025**  **B. Cusack** | **Grade Assessment Date:**  **13 March 2023**  **Benchmarked**  **March 2025**  **Ian Poppleton (HRBP)** | **Post Grade:**  **PO5 / PO6** |