

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: Place	SERVICE GROUP: Sustainability
POST TITLE: Net Zero Project Manager	REPORTS TO: Net Zero Manager
GRADE: PO3/PO4	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.

Key Purpose of Post:
<p>To project or contract manage a range of initiatives to further the District's Net Zero ambitions by reducing carbon emissions to transition towards a sustainable circular economy and healthier and more resilient communities.</p> <p>To project manage the design, procurement and delivery of a range of infrastructure projects as part of the Council's commitment towards tackling Climate Change and improving air quality.</p> <p>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). To write, draft and contribute (as appropriate) to the preparation and presentation of reports.</p>

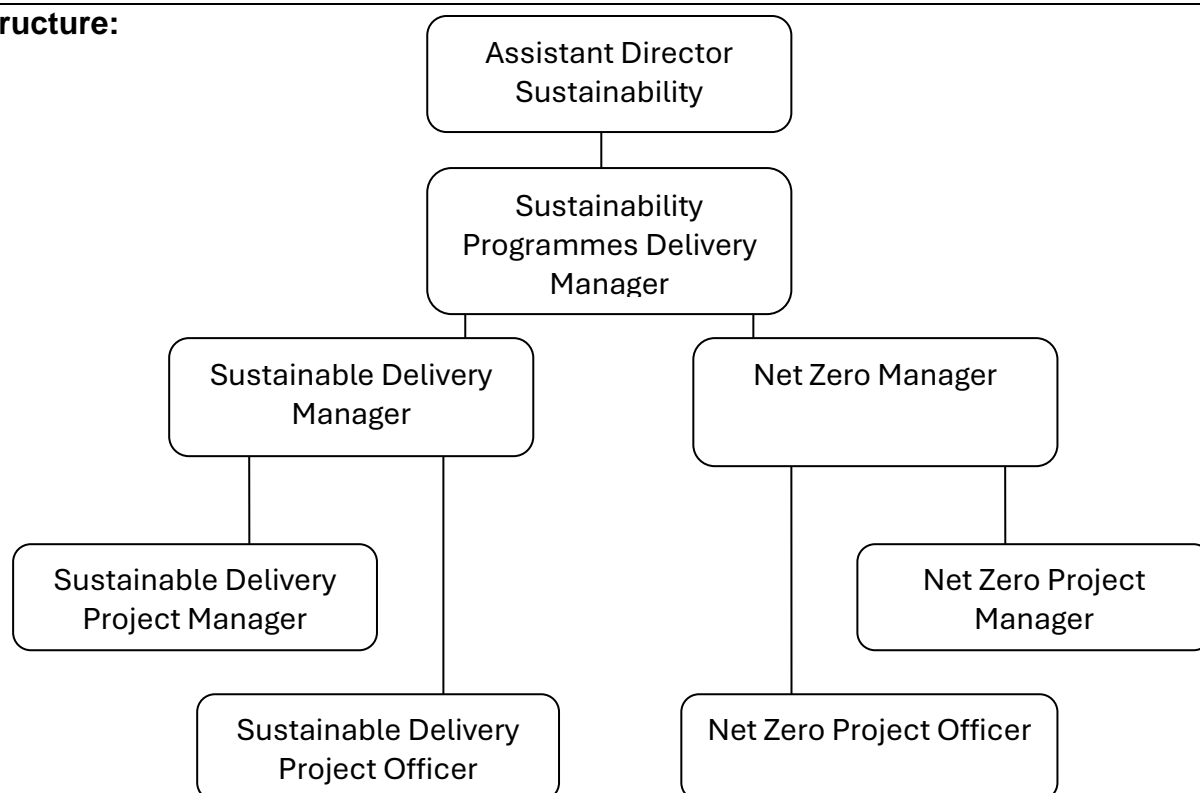
Main Responsibilities of Post:

1. Setting up governance structures, evaluating bids, and reporting on outcomes (management and committee reports). To provide expertise, advice and input on all matters to enable delivery of expected benefits, value for money and close commercial and financial management of contracts.
2. Collaborate with key persons to ensure clarity of the specifications and expectations of the delivery partners.
3. Proven and strong project management and strategic negotiation skills. Ensuring regular monitoring and reporting to senior management and elected members on the performance of the contracts.
4. To provide empathetic and motivational line-management or supervision to Project Officers as required. Help to develop and maintain a positive, supportive and honest culture within the wider Sustainability Programmes Delivery team.
5. Assess, manage and mitigate risks; perform cost and scenario analysis; identify cost saving opportunities.
6. Ensure that projects operate in accordance with health, safety and environmental policies and procedures to ensure the safety and wellbeing of all delivery partners, contractors and stakeholders involved in the project.
7. Communicate with stakeholders and recommend solutions without compromising quality or service while optimising cost.
8. Track and report key functional metrics to reduce expenses and improve effectiveness.
9. Ensure processes and procedures are developed and in place to ensure effective project management over many projects of high value.
10. Ensure the Council's contractual position is always protected and that the Council does not breach its contractual commitments. Ensure the agreed allocation of contractual risk between the Council and its delivery partners is maintained.
11. Effective monitoring of the various delivery partners performance against the contractual performance criteria and KPIs are achieved. This includes ensuring all project management documentation is accurate and up to date.
12. Ensure the relationship with the various delivery partners is maintained, a partnering style is fostered and regular meetings/dialogue set up. Working closely with the management team of the Sustainability Service to ensure that best practice is achieved.
13. Making a positive contribution to Council departments and services as supported by Corporate Services, including monitoring/reviewing 'best-practice' and

managing any related change designed to help achieve the Council's overall strategic priorities. Must be prepared to work flexibly and swiftly and adapt to changing circumstances in respect of services provided, commissioned or procured by the Council.

14. Where possible, to role model environmentally sustainable lifestyles and working practices. To undertake any other duties as required commensurate with the post's grade

Structure:



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 Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet either the Advanced threshold level (which will be	X

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	
Ability to demonstrate the delivery of significant projects or programmes in a best practice Programme and Project Management environment	X
In depth knowledge and experience of multi-agency/multi-disciplinary/partnership working including private sector/third sector and how these operate within the Council framework to deliver outcomes.	X
Proven ability to apply knowledge of the legal and policy aspects of procurement and contracting between the Council and the private sector.	X
Carries out the working practices, procedures and complex operations across number of specialist areas of project management.	X
Uses knowledge, safety and environmental policies, procedures and regulations, including risk in own area and/or other areas of work specifically regulations concerning procurement rules for public bodies.	X
Experience of budget management relating to high value projects and/or programmes and of keeping costs on track.	X
Uses, interprets, analyses, communicates complex numerical information.	X
Ability to carry out legal research and keep up to date with developments in relevant legislation and guidance.	X
Excellent communication skills (both written and verbal) over a wide range of stakeholders, and is able to build relationships with internal and external organisations	X
Demonstrates significant responsibility for interpreting best commercial practice into specific project environments	X
The post holder will communicate extensively with Assistant Directors, service managers and equivalent parties within user, partner and provider organisations. The post holder is required to exercise judgement and, consistent with guidance from their manager, to influence the outcome of the contract in pursuit of their role responsibilities.	X
Proven and effective interpersonal skills, negotiation skills, financial acumen, cost management skills, contract and category management skills.	X
Has extensive knowledge and understanding of project management processes.	X
Has demonstrable knowledge of, and passion for, Sustainability, Climate Action and a Net Zero future.	X

--	--

Relevant experience requirement: Essential for shortlisting
Significant experience of working in a sustainability/climate change related field or sector (e.g. Transport, Active Travel, Industrial decarbonisation, Waste, Green Economy, Carbon Emissions reduction).
Significant demonstrable experience of working in project management - ideally with experience of delivering projects relating to climate change mitigation or adaptation (e.g. in transport, industry, housing, energy). With proven experience of procuring, negotiating and managing complex high value contracts.
Successfully representing and promoting an organisation with external bodies and the media.
Working effectively with a range of stakeholders at all levels in order to achieve agreed objectives
Experience of leading/line managing staff.
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 significant projects and programmes.
Core Employee competencies at manager level to be used at the interview stage.
Carries Out Performance Management – covers the employees 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.

Management Competencies: to be used at the interview stage.		
Operates with Strategic Awareness Our managers work 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 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 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.		
Special Conditions:		
You will be notified if there is a requirement for the post to have recruitment checks such as DBS, Warner Process.		
Compiled by: Barry Cusack	Grade Assessment Date: - Benchmarked (amended role) Ian Poppleton -HRBP 05/06/2025	Post Grade: PO3/4