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| **Job Title** | Climate and Nature Emergency Project Manager | **Job ID** | JOBID000635 | | |
| **Department** | Place | **Division** | Strategic Transport and Infrastructure | | |
| **Section/Team** | Climate and Nature Emergency Team | **Reports to** | Green Infrastructure and Nature Recovery Programme Manager | | |
| **Career Family** | Organisational Business Support | **Role Profile No.** | OBS06 | **Hay Grade** | 6 |
| **Context** | | | | | |
| About the role  The postholder will work with services across the council, sector leading partners, experts, and local communities to manage to deliver work priorities and projects of the councils Climate and Nature Emergency Action Plan and associated programmes.  The post holder will be responsible for project management and co-ordination of project development and delivery, and providing operational oversight on behalf of internal and partner Project Boards which will oversee project governance. The post holder will also work closely with partners and manage consultants and other contractors who will provide further technical input to inform development and delivery of projects.  The post holder will be the lead for project management, managing related Project Boards, partnership work, procurement, communications, finance, monitoring and reporting back to funders, as well as acting as the council point of contact for projects and programmes of work.  They will work closely with specialist officers within the council as well as with a wide range of stakeholders including partner organisations, national, regional, and local bodies (including Environment Agency, Natural England, Utility companies etc), partnerships (including West of England Nature Partnership), consultants, businesses, landowners, Town and Parish Councils and communities. The post holder will need to ensure that elected Members, officers, partners, and funders are briefed and kept updated on progress.  The post holder will be responsible for project implementation, including achieving and tracking project milestones, targets and outputs, project management, finance and budgetary management, liaising with partners, communications, evaluation and monitoring, compliance and reporting requirements.    Physical Effort and Working Environment (other than in a normal office environment)  The role is hybrid and can be carried out remotely or within the office if a suitable home working environment is not available. However, attendance at site and in office meetings will periodically be required. The post holder will also be required to travel to meet with the public and to meetings with partners and stakeholders.  About the team  The Climate and Nature Emergency Team is responsible for Corporate Environmental Policy, Climate Change, Green Infrastructure and Nature Recovery, and annual action plan development, management, direct delivery, implementation, and monitoring. This includes capital and revenue programme monitoring, environmental policy advice and strategic advice relating to the climate and nature implications of all Council decisions. Annually the team develops and collates projects from across the council and matches these against the CIL funded Climate and Nature Emergency budget.  About the wider section/function  The Climate and Nature Emergency Team operates corporately and is both commissioned by and commissions support for other services. The team sits within the Strategic Transport and Infrastructure area of Place Directorate services.  Problem solving and decision making examples  The post holder will be required to contribute to problem solving and decision-making including:  Management of project management logs including Project Plans, Risk Registers, Communications and Engagement Plans, and Equalities Impact Assessment and Plans working with other council managers, partners, Programme Boards and contractors ensuring alignment with statutory, corporate, funder and partner requirements.  Provide sound expertise, advice, and information to a range of customers (Councillors, Senior Managers, internal boards and other departments, etc) throughout the Council, funders, partners, as well as to relevant Programme Boards.   * Consult and communicate effectively with stakeholders, senior managers, Elected Members and outside bodies. * Ensuring that the Council meets it obligations in law and provides an environment that is resilient while considering conserving and enhancing the environment. * The post holder will be expected to work with partners and specialist contractors to develop, consider and put forward designed, costed, and agreed projects and programmes of work for funding bids to deliver Climate and Nature Emergency objectives, , which take into account operational and implementation requirements, costs and options. * The post holder will be expected to contribute to and where appropriate lead preparation of funding bids and business cases to seek and secure funding to deliver Climate and Nature Emergency objectives, which take into account operational and implementation requirements, costs and options. * The post holder can seek guidance or advice from the Linking the Levels Programme Board, line manager and broader SGC team including Asset managers. | | | | | |
| **Role Purpose** | | | | | |
| To contribute as a specialist within a distinct area. Or to co-ordinate a specialist set of activities or a distinct smaller service area within a department. | | | | | |
| **Key Responsibilities** | | | | | |
| If relevant: Assist in the management of, or supervise, a team ensuring team members receive clear organisation, direction and development. | | | | | |
| Provide specialist accurate timely advice and information to a range of customers (partner organisations, employees, key stakeholders, departments, managers) in a range of formats ensuring policies meet legislative requirements and codes of practice | | | | | |
| Support projects and improvement programmes in specialist service areas and support Council-wide initiatives to ensure that projects are completed on time, to budget and to required standards that wider agenda requirements are met e.g. Council initiatives, Government agenda requirements | | | | | |
| In consultation with customers identify and provide training and information sessions so understanding of the area of expertise is enhanced | | | | | |
| Engage, establish develop and manage relationships with customers so that quality standards and business needs are met and contract terms are fulfilled, maximising cost effectiveness, quality service delivery and ensuring time scales and budgets are adhered to. | | | | | |
| Maintain a high quality and consistent services to customers where agreed standards are achieved across a wide range of services, Service Level Agreements are adhered to (if present) and ownership is taken for responding to and/or resolving queries, complaints and requests from initial contact | | | | | |
| Effectively research, analyse and recommend business solutions for the relevant service area. | | | | | |
| Accurately and efficiently review and resolve any issues relating to budgets/financial information/resources for the area of specialismensure that agreed targets are met, reports are prepared and delivered, data is managed effectively and corrective action is taken when necessary. | | | | | |
| **Contacts and Relationships** | | | | | |
| You may assist in the management of or supervise a team or service area.  You will provide specialist and clear advice to customers  You will work flexibly and manage relationships  You may consult with senior managers about staff development. | | | | | |
| **Work Planning, Procedures and Organisation** | | | | | |
| You will co-ordinate a specialist area and support initiatives, projects and improvement programmes in your service area.  You will require a demonstrable understanding of the service, the relationship between the components and processes within it and an awareness of the environment within which it operates.  You will demonstrate a working knowledge of current emerging developments in the scope of your service (continuous professional development)  You will be required to work flexibly and manage a complex workload. | | | | | |
| **Knowledge, Skills and Experience** | | | | | |
| 1. Significant experience within an organisation, delivering similar services. 2. You will have a relevant professional or equivalent degree level qualification or you will have equivalent relevant experience. 3. You will demonstrate extensive knowledge and experience of contributing to developing processes, procedures and/or projects 4. You will have well-developed interpersonal skills for persuading, influencing and be able to build relationships and communicate effectively with customers. 5. You will have good literacy and report writing skills. 6. You will be able to understand and interpret complex data and provide solutions and recommendations to achieve appropriate outcomes. 7. You will have good analytical, numeracy and reasoning skills. 8. You will be able to work flexibly, cope with competing demands through good time management and work under pressure. 9. You will have the ability to monitor and or report on budgets budgets/financial information/resources. 10. You will have a good level of general IT skills and the ability to use appropriate specialist in-house software packages. 11. If relevant: you will be able to assist in the management and develop a team. 12. Able to demonstrate the Council’s values and behaviours. | | | | | |
| **Problem Solving** | | | | | |
| There are varied, established procedures and standards in place to guide your thinking in how to resolve problems.  How you tackle different situations will be based on choosing the correct solution for the problem using your previous experience and knowledge. Problems tend to fall within the boundaries of your own experiences. Solutions can be tested to see whether the answer is right or wrong within a fairly short timescale.  Supervision relating to problems is available. | | | | | |
| **Facts and Figures** | | | | | |
| Numbers of staff managed/supervised  The postholder will be required to co-ordinate Programme Boards of officers from across council departments and external partners to enable effective and efficient work between organisations to ensure co-ordination and joined up action to develop and deliver work programmes and projects. This is a specialist service requiring a specialist skill set and knowledge. This will include being responsible for the procurement and management of contractors and being the main point of contact for project funders, partners, and contractors.  Size of budget directly controlled or otherwise held by the job holder (please specify in what capacity) or which the job holder has influence over (please specify)  The post holder will be responsible for management of external and internal project funding Projects will have complex deliverables across a multi-partner team. The role will also require project management of some complex projects and oversight across a larger number of smaller projects.  Number of enquiries/items processed  The post holder will be responsible for delivery of the Linking the Levels Programme and all defined programme outcomes supported by council managers, WECA officers and the Linking the Levels Programme Board. This will include correspondence and communications by email, social media, calls and letters as well as online and in person meetings, consultations and presentations with stakeholders, funders and partners.  Value of projects/contracts that the job holder manages/supervises or is involved with (state level of involvement)  The post holder will typically manage projects with a value up to approximately £1m (although this may vary) and will support the development and delivery of larger projects  Size, complexity and number of cases/number of clients allocated  Projects will be of a medium level of complexity and involve a significant number and variety of stakeholders. The Post holder will liaise and work with teams across the council, partner organisations, specialist consultants, Town and Parish councils, businesses and Members. | | | | | |

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| **Organisation Chart** |
| **Climate & Nature Emergency Manager**  **Biodiversity Assets & Commons Manager**  **Biodiversity Officer**  **Common Connections Manager**  **Common Connections Engagerment Officer**  **Commons Officer**  **Principal Engineer (Drainage)**  **Engineer (Drainage)**  **(Career Grade)**  **Project Officer - Bristol Frome**  **Assistant Engineer**  **(Career Grade)**  **Asstistant Engineer**  **(Career Grade)**  **Technical Assistant**  **(Career Grade)**  **Sen. Environment & Climate Change Officer**  **Green Infrastructure & Nature Recovery Programme Manager**  **Low Carbon Projects/ Heat Networks**  **Climate and Nature Emergency Project Manager** |

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| **Person Specification** |
| Essential   1. Significant experience within an organisation, delivering similar services with experience of environmental project development and delivery, and experience of feasibility and business case preparation. 2. You will have a relevant professional or equivalent degree level qualification or you will have equivalent relevant experience in an environmental discipline. 3. You will demonstrate extensive knowledge and proven track record in planning, managing and delivering projects within set timescales, requirements and to budget. 4. You will have well-developed interpersonal skills for persuading, influencing and be able to build relationships and communicate effectively with customers. 5. Ability to work with partner organisations, Elected Members, stakeholder groups, local communities and voluntary organisations to achieve mutually supportive objectives. 6. You will have good literacy and report writing skills. You will also have a good level of general IT skills and the ability to use appropriate specialist in-house software packages.   Desirable   1. You will have experience of planning work activities within general professional guidelines or organisational policy. 2. Experience of publishing articles & dealing with the media. 3. You will have an understanding of the Council’s declaration of a Climate and Nature Emergency, including the importance and key principles of nature recovery, and the role of nature-based solutions to deliver outcomes for nature, adaption and resilience to the changing climate.   Validated 14 May 2024 |