

## Job Description

<b>Job Title</b>	Head of Sustainability and Net Zero
<b>Directorate</b>	City Development
<b>Service Area</b>	Economic Strategy, Skills & Sustainability;
<b>Grade</b>	14
<b>Competency Level</b>	3
<b>Salary</b>	£82,730 - £86,963
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	Not required
<b>Job Evaluation Ref No</b>	A9611

## Job Purpose

Liverpool City Council is seeking a dynamic Head of Sustainability and Net Zero, to lead the development and delivery of city-wide strategic plans and exemplar projects. This role is crucial for achieving the Council's plans to de-carbonise buildings, and operations in line with the Government's Net Zero policy. The postholder will oversee all sustainability activities, focusing on de-carbonisation of buildings, green energy and heat, green transport, low carbon events, improved waste management, and specific programmes such as Net Zero Living, the Advanced Zoning programme, and the Council's Net Zero 2030 plan.

Following the Council's success in securing UKRI Net Zero Living grant funding, the postholder will collaborate with city partners, businesses, investors, and communities, on transformative projects that align with the Liverpool Net Zero plan, and the Liverpool City Region Combined Authority's Five Year Climate Action Plan.

The Head of Sustainability and Net Zero will be responsible for compliance, financial planning, people management, business systems, income generation, and risk management. They will advise senior leaders to facilitate decision-making, bringing broad sector knowledge and strong leadership skills to address complex sustainability issues. This role involves fostering a culture of innovation, creativity, and high performance, making this role an influential member of the Senior Leadership Team.

### **Directly Responsible For:**

Sustainability and Net Zero Programme Manager, Commercial and Partnerships Manager, Net Zero Compliance and Policy Manager and Retrofit Project Manager

### **Directly Responsible To:**

Director of Economy, Strategy, Skills and Sustainability

## Key Responsibilities

### Strategic Vision & Leadership:

- Leading on the introduction and shaping of strategy and policy, using a creative approach to ensuring delivery and achievement of net zero and sustainability targets, in line with our business objectives
- Serving as the primary point of contact for any concerns, advice, or guidance related to sustainability
- Assemble and lead a team dedicated to achieving exceptional performance, ensuring the successful delivery of both strategic priorities and ongoing programmes
- Cultivate a workforce that prioritises innovation and solution-oriented thinking, while carefully considering risks, especially in relation to procurement and financial matters
- Remain continuously informed on changes in policy, rolling out the necessary changes, to maintain ongoing compliance

### Delivery of High-Impact Programmes:

- Efficiently manage your time, whilst coordinating with a number of internal and external stakeholders, delivery agents, or organisations
- Ensuring the appropriate allocation of physical resources, including the commissioning of services, and technical resources
- Lead and deliver on a diverse portfolio of major projects, all with well-defined goals, making the Council a leader in this sector

## **Commercial Oversight and Financial Stewardship:**

- Adopting a commercial acumen to managing senior stakeholders, using influential and negotiation skills to ensure results
- Working with key stakeholders to advise Directors on how to maintain financial stability
- Maintain strong working relationships with functional colleagues, such as finance, leveraging data and analytics for effective pitches and reporting

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies
- Explores different options for funding and income generation
- Include details of the value of budget/financial responsibility and what this budget should be use for
- management of their own functional cost centre budget

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## Physical Demands of the Job:

- This post is a combination of office work and field work. It will involve sitting for long periods of time and a requirement to travel to meet service needs

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Commitment to managing people well and in line with the Council's people Plan
- Business continuity, emergency planning and risk management including Health and Safety and duty of care responsibilities are met
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan
- Completion of the Relevant leadership development programme
- Participation in the tactical/out of hours rota

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we



treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **level 3**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- A relevant Degree in sustainability or environmental studies, or equivalent experience (A)

### Desirable

- Registration with sustainability membership organisations, eg. IEMA
- Project management qualifications, eg. APM
- Evidence of completing leadership courses, and other relevant CPD courses

## Experience

### Essential

- Strong track record delivering on strategic priorities or high-impact programmes, leading a sustainability team, within a large, and complex environment (A/I)
- Confident in presenting to senior stakeholders, supported by producing high-quality reporting (A/I)
- Successful projecting and management of budgets (A/I)

## Skills/Abilities

### Essential

- Strong knowledge of sustainability, its principles, and best-practice methodologies, with a broad understanding of areas such as finance, resourcing, and commissioning (A/I)
- Exceptional leadership and time management skills, a can-do attitude, and the ability to lead by example (A/I)

## Commitment

### Desirable

- An understanding of, and a personal commitment to, the vision, aims, values and priorities of Liverpool City Council

## Other

### Essential

- Able to play a visible and prominent role in leading, promoting and demonstrating the values of Liverpool City Council, and building trusted relationships with internal and external stakeholders (I)