

## Job Description

<b>Job Title</b>	Sustainability and Net Zero Programme Manager
<b>Directorate</b>	City Development
<b>Service Area</b>	Sustainability
<b>Grade</b>	12
<b>Competency Level</b>	2
<b>Salary</b>	£68,419 - £75,869
<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>	A9614

## Job Purpose

This role reports to the Head of Sustainability and Net Zero, and is one of 3 senior roles in the team (the other two being Compliance and Policy Manager and Commercial and Partnerships Manager) who will each have responsibility for their own specialist areas but also to work collaboratively to progress the Council's sustainability and net zero portfolio. Our sustainability work across the Council covers many sectors including de-carbonisation of buildings, clean renewable energy and heat, green transport, waste management and recycling and biodiversity and habitat projects.

The purpose of this role is to lead the development and delivery of Liverpool City Council's net zero and sustainability programmes to support the Council's ambitious goal to become a net zero carbon city by 2040. This role involves strategic leadership, programme management, and collaboration with internal and external stakeholders to ensure the successful implementation of the Council's environmental and sustainability initiatives.

The focus will be on climate change, decarbonisation, and nature recovery and delivery of Liverpool's goal to de-carbonise its own operations by 2030 and at City Level by 2040. In addition, the Council's aims for this work include reduced fuel poverty, a "just" transition to clean renewable energy, economic growth, new jobs and improved health outcomes.

- The programme resources will span across a number of Directorates/Divisions within the organisation and are likely to consist of internal and external staff
- The programme will have a number of senior stakeholders, including senior managers, across different divisions and support functions
- There may be limited or unknown technical or business capability to deliver the changes
- Visibility will be vital, and it will be key to report complex issues in a simple, well-organised format in order to gain overall buy-in and support
- The programme will need clear and concise communications at all levels of the organisation

Key stakeholders will include but not be limited to: Government Departments (including DESNZ), the Liverpool City Region Combined Authority, Members and Councillors, the LCC Property Team (and asset owners), the LCC Planning and Heritage Teams, residents, businesses, funders, technical specialists, DNOs and energy providers, suppliers, developers and other City-wide partners.

## **Directly Responsible For:**

Retrofit Project Manager

Project Management Office (PMO) Lead

## **Directly Responsible To:**

Head of Sustainability and Net Zero

## **Main Areas of Responsibility:**

- Responsibility for the development and successful delivery of all sustainability and Net Zero projects, programmes and portfolios. These projects may include innovation projects, development/investment projects or construction projects
- Utilise high quality project and programme management tools to optimise successful outcomes
- Appoint and manage suitably qualified supply chains and ensure that these are compliant with all relevant legislation, policies, standards, reporting requirements and KPIs
- Responsible for the design of a high-quality management information and reporting system to support delivery of project outcomes (including time, cost, quality), carbon baselining and measurement, effective management of stakeholders and risk, KPIs, resourcing, programming and effective engagement and decision making
- Ensure that in addition to the reporting above, there is a robust and effective governance structure in place across the Council and at City Level to facilitate collaboration and delivery – using tools such as Terms of Reference, RACI matrices, success measures
- Work with internal and external stakeholders, including other councils, service providers, and community groups, to support the delivery of environmental

services and initiatives. Build strong relationships to foster effective communication and collaboration

- Will lead on constantly changing and unpredictable priorities from a variety of different internal and external stakeholders requiring immediate time critical actions
- Take full ownership on the ongoing development of corporate sustainability policies that are followed by a variety of stakeholders

## **Supervision and Management Responsibility:**

- Ensuring activities are planned with line managed staff to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manage performance and behavioural issues effectively
- Responsible for supervising programme team members including coordinating operational tasks, coaching and mentoring, and providing feedback on performance

## **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, reusing and recycling resources to reduce personal impact
- Set, monitor, and remain within project budget whilst challenging the team to deliver increased efficiencies
- Explores different options for funding and income generation
- Manage the council's resources and comply with statutory requirements
- Monitor financial performance and deliver within budget
- Keep abreast of industry and policy developments related to energy and decarbonisation project viability, ensuring that projects supported by the

Council are developed and implemented in accordance with current good practice

- Oversee works relating to the budget of this project

## **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:**

- The job would include using a computer and sitting at a desk for prolonged periods of time

## **Corporate Responsibility:**

- Contribute to the delivery of the Council Plan
- 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

## 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 **2**.

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.

# Personal Specification

Assessment methods used:

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

## Qualification and training

### Essential

- Educated to degree level or equivalent in a relevant profession (A/I)

### Desirable

- Programme management qualification experience

## Skills/Abilities

### Essential

- Highly experienced and skilled in project development and delivery (including construction) (A/I)
- Proven knowledge and skills in the development and delivery of sustainability and net zero projects in sectors such as clean energy assets, building de-carbonisation and retrofitting, green transport and waste management (A/I)
- Experience in collaborative working to enable delivery of environmental ambitions (A/I)
- Experience with large complex environmental projects (A/I)



- Ability to inspire and motivate others towards shared objectives (A/I)
- Experience in preparing, negotiating, and managing budgets (A/I)
- Ability to translate and operationalise strategic direction (A/I)
- Experience of shaping, planning and managing programmes in an outcome-led way (A/I)
- Demonstrable experience of procuring goods and services (A/I)
- Demonstrable experience of construction contracts, frameworks and other routes to market (A/I)
- Writing technical briefs/specifications, bids and business cases (A/I)

## **Desirable**

- Experience of working in Local Government

## **Commitment**

### **Desirable**

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council