

Job Description

Job Title	Net Zero Compliance & Policy Manager
Directorate	City Development
Service Area	Sustainability
Grade	12
Competency Level	2
Salary	£68,419 - £75,869
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	A9612

Job Purpose

This role reports to the Head of Sustainability and Net Zero, and is one of 3 senior roles in the team 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 provide expert advice to the team and to the wider Council on the compliance and policy aspects of our sustainability work. This will include matters of relevant UK legislation, regulations, policy and standards for sustainability and shaping the Council's own strategies, policy and processes to support delivery of this. This role will also be responsible for up to date understanding and dissemination of new policies and standards, best practice and innovation.

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, residents, businesses, funders, technical specialists, DNOs and energy providers and other City-wide partners.

Directly Responsible For:

Sustainability and Net Zero Projects Officer

Sustainability and Utilities Officer

Directly Responsible To:

Head of Sustainability and Net Zero

Main Areas of Responsibility:

- Responsible for developing, updating and delivering the Council policies and standards for sustainability in its own operations and at City Level
- Lead the Council's work towards a formal Environmental Management System
- Provide technical guidance and leadership to teams on all aspects of sustainability, climate change, carbon accounting, the energy transition and nature recovery. Identify priorities, agree on objectives, and establish measures of success
- Lead the development and implementation of Liverpool's Net Zero Carbon Plan and associated workstreams, focussing on compliance with relevant legislation and best practices. This includes strategies for reducing energy consumption, replacing gas heating with low carbon technologies, and offsetting remaining emissions
- 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
- Monitor and evaluate team performance against agreed standards and targets. Identify areas for improvement, take appropriate action, and celebrate successes

- Oversee team budgets, resourcing requirements, and processes. Adopt a commercial mindset to streamline processes, enhance efficiency, and optimise resource and budget allocation
- Ensure all environmental initiatives comply with relevant legislation and standards. Provide advice and guidance on the procurement and delivery of environmental services, including waste, recycling, and street cleansing.
- Engage effectively with elected members and the wider local community
- Represent the Council's interests in environmental and regenerative futures, providing interpretation and guidance on the impact of new legislation and guidance
- Prepare and present reports and recommendations to Council, Cabinet, and other committees. Communicate effectively to ensure transparency and accountability
- 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
- Manages performance and behavioural issues effectively
- Will be 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

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 in a relevant subject or equivalent in a relevant profession, such as sustainability or environmental management (A,I)

Desirable

- Recognised sector-relevant management qualification

Experience

Essential

- Significant experience managing sustainability and net zero projects with a focus on the policy, technical and compliance aspects (A,I)
- Experience in collaborative working to enable delivery of environmental ambitions (A,I)
- Experience of being a sustainability and net zero technical subject matter expert to advise internal and external stakeholders (A,I)

- Experience in understanding and translating sustainability policy into organisational level strategy, plans and systems and to roll out and embed these across the organisation (A, I)
- Experience with inspiring and motivating others towards shared objectives. (A,I)

Desirable

- Experience of working in Local Government
- Commercial experience

Skills/Abilities

Essential

- Ability to be the Council's "go to" person for technical aspects of the sustainability and net zero portfolio and to understand and convey technical information and requirements regarding sustainability and net zero to internal/external customers, partners, and elected members (A,I)
- Ability to interpret complex regulations and legislation (A,I)
- Knowledge of project management principles (A,I)
- Work with others across the Council to adhere to environmental compliance including (but not only) net zero, habitat protection, carbon reporting (A,I)
- Maintain a safe work environment and ensure safe working practices (A,I)
- Demonstrable commercial and political acumen (A,I)
- Comply with the Codes of Conduct, Regulations, and policies of the council (A,I)

- Support the response to major incidents, including taking up a designated role within the emergency management framework (A,I)

Desirable

- Understand and be able to follow local government financial, legal and procurement policies

Commitment

Desirable

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