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|  | **Job Description** |

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| **Job Title:** | Stakeholder Engagement Manager | **Job Number:** |  |
| **Services:** | Climate Change and Sustainability | **Post Number:** | 1035527 |
| **Location:** | One Friargate | **Grade:** | 8 |

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| **Job Purpose:** |
| To successfully lead an efficient and effective stakeholder engagement work package for a local energy partnership project; identifying stakeholders, coordinating engagement activity, analysing outputs and sharing this with project partners to feed into related work packages and support successful delivery of the project.  This post will create, implement, manage, monitor and control stakeholder engagement activity as part of a partnership project on Prospering from the Energy Revolution. |
| **Main Duties and Responsibilities:** |
| 1. Lead the development and delivery of the Stakeholder engagement work package, to define user requirements and ensure the energy project is informed by customer research and supported by local stakeholders. 2. Create, implement, coordinate and deliver specific work package requirements including stakeholder mapping and engagement, design consultations, surveys, workshops and research. 3. Analyse and feedback the findings of the stakeholder engagement work package to wider project team including via written reports, workshops and at meetings. 4. Work collaboratively with the technical project lead ensuring the interdependencies of the stakeholder engagement work package with other areas of the project are managed and act as the focal point and driver. 5. Work with project partners including West Midlands Combined Authority, Universities, other local authorities, private sector energy organisations and external consultants, including attendance at project meetings and workshops as appropriate, providing leadership, negotiating outcomes and making decisions. 6. Develop working relationships with wider partners to assist in the successful delivery of the work package and project. Partners could include: Central Government, Transport for West Midlands, Housing Associations, Local Enterprise Partnership, Growth Hub, Colleges, other Local Authorities, Chamber of Commerce, Universities and the wider private sector. |

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| 1. Develop and maintain an understanding of national, regional and sub-regional policies and priorities related to energy policy. Working with technical project manager to lead and advise managers on how this can be developed into local projects and programmes. 2. Contribute to the development of the City Council's Climate Change Strategy and to support the work of the Climate Change and Sustainability Service and Place Directorate. 3. Provide leadership, influence and advice to senior managers and elected members on the progress of programmes and projects. Write briefing notes, cabinet reports and produce and deliver presentations where appropriate, present reports at cabinet member and partnership board meetings as appropriate. 4. In collaboration with and ensuring agreement with senior managers to negotiate and influence contracts with external providers where the City Council is providing a service to them or where a third party is providing a service to the City Council. 5. Responsible for budget of potentially up to £50,000 towards this project activity, which must be managed in accordance with Council, partner, Government and European funding regimes and budgets*.* This includes responsibility for managing expenditure within budgets, establishing robust financial processes to ensure resources are deployed and managed effectively to deliver outcomes set; and all systems are robust and can withstand the rigours of internal and external audits. 6. Promote the achievement of equality of access in service delivery and equality of opportunity in employment and progression. 7. Any other duties and responsibilities within the range of the salary grade as assigned by the Business Development Manager or Head of Climate Change and Sustainability. |
| Any other duties and responsibilities within the range of the salary grade. |

The post holder must comply with Coventry City Council’s health and safety policy and in particular is required: -

* To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
* To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
* Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
* To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

# Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council’s policies for safeguarding children and safeguarding adults and in particular is required: -

* To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
* To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

# Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

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| **Responsible for:** | N/A | **Responsible to:** | Business Development Manager or Head of Climate Change and Sustainability |
| **Date Reviewed:** | May 2020 | **Updated:** | May 2020 |

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|  | **Person Specification** |

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| **Job Title:** | Stakeholder Engagement Manager | **Job Number:** | TBD |
| **Directorate:** | Place | **Post Number:** | 1035527 |
| **Services:** | Climate Change and Sustainability | **Grade:** | 8 |
| **Location:** | One Friargate | | |

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| **Area** | **Description** |
| **Knowledge:** | A detailed knowledge and understanding of the principles, methodologies and techniques which underpin successful participation and stakeholder engagement activities. |
| Understanding of the local government role in partnership engagement activities at a local/regional level. |
| A detailed working knowledge of a range of project management techniques. |
| An understanding of national, regional and sub-regional policies and priorities related to energy policy would be desirable but not essential. |
| **Skills and Abilities:** | Ability to lead and motivate within a team and others outside that team for example project team, senior managers and key stakeholders. |
| Ability to influence others outside of direct sphere of influence |
| Effective leadership, networking and partnership skills. Able to influence and negotiate outcomes, work collaboratively with others to achieve shared goals, nurture new working  relationships and partnerships. |
| Effective communication and interpersonal skills to address a variety of audiences including elected members and the general public – presentational, written and verbal. |
| Able to secure, plan and deploy financial resources within a complex and dynamic environment. |
| Creative, innovative, and research skills, to be able to design new services, devise systems for recording and analysing data and managing performance. |
| Effective programme and project management skills. |
| Able to work as an integral member of a team. |
| Able to manage priorities and meet deadlines. |
| **Experience:** | Working within a team of people to achieve results. |
| Developing, and delivering partnership and stakeholder engagement programmes and projects, in partnership with stakeholders, to achieve desired outcomes. |
| Developing and delivering stakeholder engagement programmes and projects. |
| Delivering reports based on findings of stakeholder engagement programmes and projects |
| Negotiating with and influencing partners, government, funders and client groups. |
| Managing small budgets towards delivery of stakeholder engagement programmes and projects |
| **Educational:** | Educated to at least degree level in an appropriate discipline or equivalent experience. |
| Training in stakeholder engagement programmes and projects. |
| **Special Requirements** | Occasional evening and weekend working. |
| **Date Reviewed** | May 2020 |