

# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Strategic Lead – Green Futures
<b>Grade</b>	SM1
<b>Service</b>	Transport & Highways
<b>Reports to</b>	Director of Transport & Highways
<b>Location</b>	Friargate
<b>Job Evaluation Code</b>	W0226W



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



# About the Service your team will provide

## Purpose of the role / Output

To provide the strategic lead to make Coventry the UK's leading city for sustainability and improving the quality of life for all. In particular:

- To lead the Council's Climate Change and Sustainability Team and to work with the Council's leadership teams to ensure 'sustainability' is at the heart of all of the council's activities and becomes 'business as usual'. The principal aim is to exploit all opportunities to drive green economic growth whilst tackling inequalities and the consequences and causes of climate change.
- To work cross-divisionally and with external partners, in a One Coventry way, to create and deliver a cutting edge sustainability strategy. This strategy will drive real behaviour change and green outcomes and position the city as an exemplar in Green Futures, raising our profile regionally and nationally. It is essential that the strategy is a 'live' document and responsive to changes in policy at a local and national level.
- To oversee the development and delivery of a programme of projects and initiatives to deliver a Green Sustainable Coventry that is at the forefront of the Green Industrial Revolution and delivers against One Coventry performance indicators - in particular carbon reduction.
- To identify opportunities for funding and to take a lead on the preparation of funding bids and business cases to deliver physical projects and behaviour change initiatives.
- To be a member of the Transport and Highways Divisional Management Team and act as the designated deputy for the Director of Transport and Highways as necessary.

## Main Duties & Key Accountabilities

### Core Knowledge

- To lead and manage the Council's sustainability team
- To take responsibility for the ongoing development, management, monitoring and delivery of the Council Climate Change Strategy ensuring it remains relevant and is at the heart of all Council strategy development and those of our partners
- To be responsible for robust performance monitoring with dynamic management to ensure outcomes are achieved
- Supporting the Climate Change Board, setting and managing agendas to enable it to deliver tangible outcomes and to raise the profile of Coventry as a leader in sustainability
- To feed into and support the Green Futures Board, leading on the development and delivery of the project pipeline and the monitoring of outcomes
- To engage with the Council's Strategic Energy Partner (once appointed) and relevant partners to ensure the delivery of ground-breaking green energy projects for residents and businesses in Coventry.

- To identify opportunities for funding bids, partnerships and research and development to help deliver green futures, leading on the preparation of funding bids and supporting business cases
- To build positive working relationships with external partners, public sector, academic and private sector, to identify opportunities for collaboration
- Working with colleagues in education, public health, transport and other relevant services to drive behaviour change
- Attendance at and presentations to weekly briefings of the Cabinet Member for Jobs Regeneration and Climate Change
- To prepare and present reports to a range of meetings including Cabinet, Cabinet Member, Scrutiny Board and political group meetings deputising for the Director of Transport and Highways as required.
- Promote good external relations in the interests of the Authority by representing the Council at regional and national events, to include presenting on the Council's work and bidding for funding
- Horizon scanning for policy changes and for the latest research and intelligence on all sustainability related matters to ensure the city remains at the forefront of the latest thinking
- As a member of the Council's Innovation Board to identify opportunities to promote the work of the City Council to a wider audience and promote the concept of the 'living lab'
- Monitoring of performance against a number of metrics to ensure progress against all 5 development pathways is being maintained in line with agreed targets
- Identification of opportunities to use green projects to deliver against all One Coventry objectives (and in addition to address cost of living crisis)
- To proactively engage in the Local Plan Review and ensure that all policies support the vision of a liveable sustainable city.
- To be responsible for the management of financial and human resources for the work areas, projects and programmes, including planning and management of appropriate budgets and resources, in line with Council policies and any external funding requirements.
- Supervise professional standards and competence, including individual performance and development, service development, budgetary control and resource management.
- Ensure the efficient and effective use of financial resources, demonstrating sound financial management to ensure cost effectiveness and value for money in the delivery of services.
- Promote equal opportunities and tackle discrimination in relation to employees and all members of the community, ensuring they have appropriate and effective access to services and relevant information about services.
- Exercise statutory powers with due care and attention, ensuring the City Council complies with all aspects of legislation and ensure that the Council complies with its statutory obligations, particularly with respect to environmental, and health and safety legislation
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> All External Stakeholders Transport for West Midlands Local Universities Various Funding Bodies	<b>Internal</b> Leader of the Council, MP's, Cabinet Members and Councillors Staff at all levels across the organisation
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## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

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

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

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

**Staff managed by postholder:**

Sustainability & Project Teams



## Person specification

<b>Job Evaluation Code</b>	W0226W
<b>Knowledge</b>	
Detailed knowledge and understanding of the national, regional and local issues which impact on strategic decisions about Climate Change, Sustainability and Green Futures.	
Detailed knowledge of managing the human and financial resources of high value complex projects and services.	
Detailed knowledge of public sector procurement processes and legislation	
Detailed knowledge of programme management techniques and agile project management tools and methodologies	
Knowledge of the principles of customer care and client focused service delivery	
Understanding of equality issues and how they affect the workplace	
<b>Skills and Abilities</b>	
Be able to demonstrate a track record of providing inspirational and motivational leadership and achieving excellence in the management of large scale projects, programmes or services.	
Excellent communication skills with a capacity to present, discuss and explain highly complex issues coherently and logically to a wide range of audiences both in writing and verbally	
Good organisational, interpersonal, negotiating and influencing skills with the ability to enthuse and inspire multi-disciplinary teams and build successful relationships at all levels	
Ability to review, develop and implement relevant sustainability policies and strategies	
Clear decision making ability, including under pressure, with the ability to judge complex situations and assess when to escalate issues	
Ability to interpret highly complex proposals and take a proactive approach to solving problems and maximising opportunities.	
Ability to develop partnerships with key partners and stakeholders	
Ability to successfully negotiate with funders and partners	
Able to produce highly complex technical documents and reports	
Political awareness and appreciation of non-technical issues that influence decision making	
IT skills and ability to use relevant software systems	
Ability to deputise for the Director of Transport and Highways and represent the Authority at a senior level	

<b>Experience</b>
Track record of successfully managing multidisciplinary services and teams in a large organisation at a senior level, including complex financial resources
Experience of successfully developing and implementing sustainability policies and strategies
Experience of successfully identifying, bidding for and negotiating external funding opportunities
Working effectively with politicians and senior officers and in partnership with outside organisations and other service providers
Continuous improvement, innovation and review of business processes
Creating and fostering a customer focussed culture
Managing organisational change and reducing costs of service delivery
<b>Qualifications</b>
Postgraduate or professional qualification in a relevant discipline or relevant experience
Evidence of continuous professional development
Membership of a relevant professional body
<b>Special Requirements</b>
Able to work outside normal office hours, as and when required by the service.

<b>Date Created</b>	October 22	<b>Date Reviewed</b>	December 22
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