



Coventry City Council

Job Description

Job Title:	Business Development Manager (Climate Change & Sustainability)	Job Number:	A5828
Services:	Climate Change & Sustainability	Grade:	9
Location:	One Friargate		

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.

Job Purpose:

To contribute to the delivery of the City Council's Climate Change & Sustainability ambitions by developing and managing a coherent set of projects and policies. This set of services requires building relationships with and working both internally at the City Council and externally with local businesses, community organisations, partners, government and other key stakeholders to influence activities, plans, policies and services which stimulate and facilitate net zero and sustainability goals in the City.

Main Duties and Responsibilities:

1. Maintain a detailed understanding of the latest research and understanding in the fields of sustainability and climate change and policies and priorities in sustainability and climate change (at the international, national, regional, sub-regional levels). Advise and translate this into local policy priorities. Where appropriate lead the City Council's input to the development of national, regional and sub-regional employment and sustainability and climate change related policies.
2. Lead the development of the City Council's policy and design new approaches and initiatives, with partners as appropriate to encourage a sustainable city which drives business investment and employment growth whilst enhancing environmental quality e.g. through the Climate Change Board, Green Programme Board, Sustainability and Climate Change Strategy.
3. Develop long-term strategic relationships with key partners who can assist in the delivery of Coventry's Sustainability and Climate Change Strategy, and identify local needs, opportunities and develop new service responses. Examples include: WMCA, the Universities, Warwickshire County Council, and local District and Borough Councils.
4. Lead the development, design and delivery of initiatives e.g. the Climate Change Board to ensure that these activities support and align with the City Council's needs and objectives. Work with internal teams to develop initiatives which support and exploit the opportunities provided by major partners in the city maximizing the opportunities for the green transition.
5. Identifying opportunities for external resources or income generation which support sustainability objectives, leading on or working jointly with partners to secure resources as appropriate.
6. Negotiate 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. To effectively manage the delivery of services through grants, commissions, contracts and agreements.

7. With other senior managers responsible for overseeing the effective financial management for the Climate Change and Sustainability Service budgets (financial responsibility >£100k per annum) in accordance with Council, partner, Government and European funding regimes. 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.
8. Liaise with and advise senior managers (in the City Council and partner organisations) and elected members on climate change and sustainability issues. Write briefing notes, cabinet reports, Board reports and produce and deliver presentations where appropriate, present reports at cabinet member and partnership board meetings as appropriate.
9. Develop support and manage marketing and communications messaging for inclusion at webinars, events, reports for the Climate Change and Sustainability team for internal and external use with the support of the corporate comms team and partner organisations.
10. Support informed decision-making using market information, qualitative and quantitative data. Implement surveys and analyze data to identify issues, assess needs, monitor and evaluate the success and implementation of projects and provide recommendations. Work with the insight team to understand trends and forecasts to achieve our sustainable development goals.
11. To work across the City Council functions and with partner organisations in facilitating the development of regular State of the City reports which assess progress in the key social, environmental and economic sustainability indicators for the City as a whole.
12. Manage the performance of the Service Area - developing and using performance data to measure and report on the performance and impact of the service, and to actively contribute to the continuous improvement of the service. Lead on ensuring the Service gathers customer feedback that influences the on-going improvement of the service.
13. Negotiate 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. To effectively manage the delivery of services through contracts and agreements.
14. Be a leader in the Climate Change and Sustainability team and champion activities and engagement programme in the council. Take responsibility for recruitment, personal development and management of individuals. Motivate, deploy and guide the team to provide a flexible and effective service, which achieves agreed outcomes.
15. Promote the achievement of equality of access in service delivery and equality of opportunity in employment and progression.
16. Represent the Head of Climate Change and Sustainability as appropriate and positively contribute to divisional and directorate management teams as required.
17. 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

Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

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

Responsible for:	Programme Development Managers, Business Development Advisors, Business Development Officers <i>(The number of reports to this role will increase depending on the level of external funding secured)</i>	Responsible to:	Head of Climate Change and Sustainability
Date Reviewed:	April 2022	Updated:	April 2022



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Person Specification

Job Title:	Business Development Manager (Climate Change & Sustainability)	Job Number:	A5828
Directorate:	Business Investment & Culture	Post Number:	
Services:	Climate Change And Sustainability	Grade:	9
Location:	One Friargate		

Area	Description
Knowledge:	<ul style="list-style-type: none"> • Extensive knowledge and understanding of the latest matters concerning sustainability and climate change and how they can be addressed through changes in policies, working practices, resourcing, projects and programmes. • A good working knowledge of the processes around external grant resources and service contracts – bidding, management, evidencing and evaluation. • Detailed knowledge of performance measurement, continuous improvement and evaluation of public facing services
Skills and Abilities:	<ul style="list-style-type: none"> • Effective leadership and people management skills - able to lead and motivate a team and work effectively to achieve continuous improvement. • Excellent 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 circumstances and audiences – 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. • Excellent project management skills. • Able to manage priorities and meet deadlines.
Experience:	<ul style="list-style-type: none"> • Leading, motivating and managing a team of people to achieve results. • Managing major complex projects and programmes in partnership with stakeholders, to achieve desired outcomes. • Developing and delivering business and resource plans in a complex environment. Securing external resources for delivery of services. • Developing and delivering complex climate change and sustainability projects. • Working collaboratively with private, public and voluntary, sectors to deliver client led initiatives aimed at tackling economic inactivity and/or developing local economic growth. • Facilitating consensus, negotiating and influencing with community groups, partner organisations, government, funders and other client groups.

Educational:	<ul style="list-style-type: none"> • Educated to at least degree level in an appropriate discipline or equivalent experience. • Experience or training in stakeholder engagement and management of large programmes/projects,
Area	Description
Special Requirements	<ul style="list-style-type: none"> • Occasional evening and weekend working

Date Reviewed:	April 2022	Updated:	April 2022
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Behaviour Competencies

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Directorate:		Post Number:	
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Behaviours are about **how** we work every day. So whether we're making big budget decisions or picking up rubbish from the streets, our outlined behaviours will help us know what's expected of us and guide us to delivering the very best for people of Coventry.

These behaviours are embedded into everyday processes and we look to recruit the right people who have the right behaviours. So if you are passionate about *delivering good customer service*; if you enjoy *working together* with others and believe in *being adaptable*; if you are someone who is *always improving*, capable of *leading people* and approaches all tasks with a *strategic perspective*, Coventry City Council might be the right place for you.

You can find more about our behavioural framework [here](#).

Below are the core and additional behaviours for this job role with the expected level of attainment

Type	Behaviours	Expected Level
Core Behaviours	Delivering good customer service	3
	Being Adaptable	3
	Always Improving	3
	Working Together	4
	Leading People	3
	Having a Strategic Perspective	3
Additional Behaviours	Making the Right Decisions	3
	Building Support	4

