



Job Description: **J95c**

Climate Emergency Programme Manager

Main Purpose of Job

Responsible for leading a programme that delivers the Climate Change Strategy and Action Plan for Ipswich Borough Council. Work with the Council's Corporate Management Team, Councillor Working Groups and Officer Working Groups to ensure that projects are appropriately and realistically defined and properly managed to ensure that the outcomes and objectives are achieved.

Main Duties

1. Consult with key stakeholders to continually develop the Climate Change Strategy and Action Plan for Ipswich Borough Council.
2. Manage the programme of work necessary to deliver the Climate Change Strategy and Action Plan for Ipswich Borough Council.
3. Provide interpretation/assessment of technical documents and reports, identify their likely implications and make recommendations for an appropriate course of action.
4. Develop funding applications related to the Climate Change Strategy and Action Plan for Ipswich Borough Council.
5. Undertaking regular review of progress, reporting to the Council's Corporate Management Team.
6. Responsible for gathering information and formulating responses, monitoring and reporting for Freedom of Information requests in relation to the Council's commitment to work towards becoming carbon neutral by 2030.
7. Ensure all necessary systems are fully utilised to enhance performance
8. Carry out other duties as directed from time to time commensurate with the grading of the post.
9. Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.

Person Specification – J95c

Job title: Climate Emergency Programme Manager

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	Educated to A-level standard or equivalent skills/experience in project management		Written submission Certificates
Relevant experience	<p>Previous knowledge of and experience of carrying out corporate projects</p> <p>Working knowledge of performance, financial and health & safety procedures</p> <p>Experience of working across disciplines, encouraging cohesive working towards common goals and objectives</p> <p>Experience of working to and implementation of operational/ strategic plans or projects</p> <p>Experience in successfully leading and managing change across a group of services</p> <p>Experience of delivering successful innovative and creative solutions to service delivery</p> <p>Experience of improving performance within an operational area</p> <p>Experience of financial</p>		Application form/interview

	management including the prioritisation and targeting of resources		
Specialist knowledge	<p>Ability to interpret relevant legislation / policy</p> <p>Experience of using MS Office software</p> <p>Demonstrate a sound understanding of equal opportunities and diversity issues</p>	Knowledge of undertaking Equality Impact Assessments	Application form / interview
Personal skills	<p>Demonstrate project management skills including the ability to lead and motivate team members</p> <p>Ability to work collaboratively, building trust, mediating, conciliating and negotiating</p> <p>Demonstrate a customer focused and responsive approach that improves service delivery</p> <p>Demonstrate effective presentation and communication skills</p> <p>Ability to manage to tight deadlines</p>		Application form Interview
Special working conditions	<p>Will be required to work outside normal working hours</p> <p>Work over more than 1 location as required</p>		