

Sustainability Manager

Department	Sustainability and Green Spaces
Pay Grade	G8
Responsible to	Director of Communities

Role Purpose

Deliver, monitor and update the Council's Climate Change Programme and other key environment projects. Lead the Sustainability team and work closely with the Head of Department, Heads of Service, staff, and external stakeholders.

Direct Reports

- Project Support Trainee
- Climate Change Support Officer

Role Specific Responsibilities / Accountabilities

- To manage the implementation of the Council's carbon reduction programme, the district wide climate change action plan, as well as other environmental projects, such as implementing a district wide retrofit programme. This will include regular monitoring and updates of these plans and programmes.
- To proactively develop strong relationships with stakeholders and partners inside and outside of the Council to drive forward corporate environmental objectives.
- To identify and maximise opportunities for external funding, new projects and partnerships that can assist in delivering the Council's environmental agenda.
- To assist in report writing and presentations to Senior Leadership Team on environmental projects, government legislation, policy and guidance updates as required.

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- To oversee the implementation of the Council's climate change engagement and behaviour change programme and the management of the Council's environmental grant.
- To line manage the team working on environmental projects.
- To lead and manage cross departmental project teams, and those with external partners, to deliver the Council's environmental goals.
- To carry out such other duties that may reasonably be required.

Knowledge, Skills and Qualifications

Minimum knowledge, skills and qualifications required to perform this role; relevant experience may be a substitute.

Essential Criteria

- Professional and technical knowledge of environmental issues and experience of implementing environmental programmes and projects; including those relating to climate change.
- Ability to develop constructive and productive relationships with internal and external stakeholders, as well as being approachable and having good listening skills.
- Ability to work under pressure and with high attention to detail, as well as being able to problem solve and make decisions.
- Highly organised with ability to manage and prioritise heavy workloads to meet deadlines.
- Written and verbal communications skills and the ability to work with staff at all levels of the organisation, external partners, and people from a range of different backgrounds.
- Experience of advising, and supporting Councillors, Parish Councils, and external stakeholders, and with the ability to operate effectively with Members.
- Presentation skills, with the ability to explain complex issues to non-technical colleagues, Members, and external stakeholders.
- Proven line management experience.
- Project management skills and experience.
- Ability to work independently, flexibly, and pro-actively.
- A minimum of a bachelor's degree in a related field, preferably with a related professional qualification or equivalent experience.

Appendix

Generic Employee Responsibilities / Accountabilities

- Engage and participate in delivering the corporate objectives of the Council and contribute to the collective leadership, development and management of the organisation to assist in the implementation and realisation of the Council's strategic objectives and Corporate Plan through the development of business plans.
- Ensure that all duties are carried out in compliance with statutory processes, corporate policies and the Council's constitution.
- Proactively seek opportunities to improve ways of working by evaluating activities to determine what adds value and where necessary, implement changes to improve / enhance performance to continuously deliver improvements to services.
- Develop team members' skills and knowledge through a culture of learning, collaborative working and excellence to build a culture of high performance which inspires and enables people and supports the delivery of the Council's Corporate Plan and strategic objectives.
- Develop good working relationships with local people, local businesses, the voluntary sector, regional authorities, government and a wide range of other partners in order to promote the interests and uphold the reputation of the Council and so building a positive image of the organisation.
- Participate in the recruitment and management of team members, giving clarity regarding targets, standards and performance expectations. Review performance giving regular feedback and implementing solutions to address both high performance and poor performance. Before acting as recruiting manager you must partake in training on the Council's recruitment processes.
- Ensure all team members, and new team members, including casual workers undertake mandatory training (Fire, Health and Safety, Data Protection and Safeguarding).
- Support in the management of budgets and resources ensuring that they are deployed effectively with robust internal controls to deliver intended outcomes in a manner which demonstrates value for money and compliance with relevant policies and guidelines.
- Contribute in the provision of advice and guidance to cabinet / Council, Scrutiny Committees and Advisory Groups to assist in supporting the translation of political objectives and priorities into coherent initiatives that will deliver their intended outcomes for Horsham District
- Promote equality, diversity, inclusion, access to services and tackle discrimination both within and outside the Council to ensure there is a clear and consistent focus across the organisation and its partners in delivering an inclusive customer experience to all.
- Generally to comply with all Health and Safety policies and guidance ensuring the required mechanisms are used and to support the promotion of a culture of good health, safety and welfare, especially if nominated or appointed specifically to carry out simple checks at your place of work and log the activity.
- Follow the Council's safeguarding procedures and promote the welfare of children, young people and vulnerable adults across Council services.
- Assess risk management in service areas and follow reporting procedures, as appropriate, to minimise risks to people and the Council's operations.

- Follow and adhere to all Data Protection procedures and processes in accordance with relevant legislation ensuring all personal data of employees, members of the public and clients is used appropriately and retained within guidelines.
- The Returning Officer in this constituency is responsible for the election process. There is an expectation that Council employees will, as reasonably requested to do so, assist the returning officer in election processes.
- In the event of a major incident or disaster you may be required to assist in whatever capacity necessary to provide the necessary organisation, co-ordination and supply of resources to support the local emergency services or other services within the council and relevant partner organisations.

Generic Employee Behaviours

Our behaviours framework links to our values and identifies the core knowledge, skills, behaviours and attitudes we require from our people to deliver services.

Customer Focus

- Managing customer service
- Constructive customer relationships
- Improve customer service to meet local needs and aspirations

Achieving Excellence

- Strive to be an excellent organisation
- Deliver continuous service improvement
- Use taxpayers' money wisely to deliver the highest quality services to the satisfaction of our customers

Our People

- Support the team to work collaboratively
- Invest in our people for continuous improvement
- Support creativity and responsibility