**Manchester City Council**

**Role Profile**

**Net Zero Programme Lead, Grade 12**

**Infrastructure & Environment Service, Growth & Development Directorate**

**Reports to: Assistant Director Infrastructure & Environment**

**Job Family: Project and Programme Management**

**Key Role Descriptors:**

This role will develop, manage and successfully deliver a complex, high valued programme of strategic projects and initiatives, taking direct responsibility for the successful delivery of all elements, to agreed levels of time, budget and quality.

The role holder will manage resources effectively and deploy and co-ordinate resources in a well-planned and controlled manner, ensuring that project requirements and resource levels are fully identified, including staffing, financial and ICT requirements.

The role holder will ensure that change is managed effectively by working with relevant project teams within the business and other key stakeholders.

The role holder will undertake effective stakeholder management with senior managers and strategic directors, interpreting strategic visions into a coherent programme of projects which deliver organisational priorities.

**Key Role Accountabilities:**

Provide strong leadership to programme resources, framework partners and consultants, defining work, ensuring deadlines are understood and adhered to and that the programme objectives are clearly articulated and understood

Develop and implement a comprehensive programme to effectively manage projects and initiatives, ensuring the delivery of elements to an agreed budget and providing updates on a regular basis.

Play a key strategic role in the development of new initiatives into programmes to support the vision, objectives and core values of the City Council, working closely and maintaining effective relationships with senior officers and other key stakeholders to ensure clear and effective channels of communication.

Manage the successful delivery of the programme on time, to budget and of the right quality, using the project management methodology where appropriate, taking responsibility for all reports to the programme board and other senior management boards.

Maintain control of the Programme scope through an effective change control process, consulting with key stakeholders as needed, and ensuring that all project documentation is managed effectively, including effective record keeping and version control.

A strong and clear advocate for the organisation’s ***m people*** approach.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial or other, to ensure continuous improvement in service delivery. Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the roleholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.**

**Role Portfolio:**

This role will develop, manage, lead and successfully deliver the Net Zero Accelerator Programme and will ensure that Manchester’s Local Area Energy Plan (LAEP) programme delivers the scale of ambition set out in the Climate Change Action Plan and Manchester Climate Change Framework. This role will develop medium term policy and strategy for Energy and other related infrastructure in the city and wider region.

The role holder will work with a range of partners to incorporate Local Area Energy Plans and associated infrastructure, to support the city’s zero carbon ambitions. Working with lead representatives at GM level and with other key providers and partners across the city and region to develop, demonstrate and scale up new investment and delivery models.

The role holder will provide strategic leadership for the Manchester Programme and our collaboration with the GMCA, undertaking effective stakeholder management with senior managers and strategic directors and external partners, translating the Council’s strategic vision into a coherent programme of projects, and working closely with other Departments to deliver organisational priorities.

The role holder will directly line manage the LAEP team, and will need to effectively lead, through matrix management, a virtual team of project officers delivering the Net Zero Accelerator programme, contributing to the Council’s and the City’s Climate Change objectives.

The role holder will be highly experienced in net zero and climate change policy development and will ensure that our policy objectives contribute towards delivery of our Clean Air, Climate Change Action Plan and 2038 zero carbon targets.

The role holder will provide strategic leadership of the Net Zero Accelerator Programme ensuring development of a pipeline of projects, and the integration of planned and proposed net zero activity by external stakeholders into Manchester's project pipeline. The delivery of a Greater Manchester investment strategy and associated fund that can mobilise delivery of Manchester’s project pipeline in the short, medium, and long term.

Development of a benefits management strategy to deliver a quantified understanding of the value of social and environmental outcomes from the project pipeline to inform the expansion and success of a blended investment portfolio approach.

Ensure effective communication through high quality reports, informal briefings and presentations to City Council Committees, elected Members, MPs and organisations from the public, private and voluntary sectors.

**Key Behaviours, Skills and Technical Requirements**

**Our Manchester Behaviours**

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other
* We show that we value our differences and treat people fairly

**Generic Skills**

● **Project Management:** Extensive expertise of delivering complex programmes to challenging timelines, balancing conflicting project priorities to ensure the successful delivery of agreed programme benefits. Proven ability in effectively managing budgets and the procurement of resources to a project, with an in-depth understanding of the general principles and processes of financial management.

● **Strategic Thinking:** Excellent planning skills and ability to link strategy to policy which meets both internal and external requirements. The ability to translate vision into strategy and strategy into action. Thinks and acts cross-functionally and cross-organisationally, beyond one's own professional areas of specialism, perceiving the wider picture and the implications of short-term decisions for the achievement of long-term strategic goals.

● **Communication Skills:** Ability to motivate others through building effective relationships and gaining their full support for achieving outcomes. Negotiates complex agreements with Council wide impact. Is able to influence and persuade key Council decision makers. Utilises enhanced advocacy skills.

● **Planning and Organising:** Ability to turn strategic ideas and objectives into practical, well organised plan. Sets clearly defined objectives, plans activities and projects well in advance and takes account of changing circumstances; identifies and organises resources and manages time effectively monitoring performance against milestones and deadlines.

● **People Management**: Effective development, management, and motivation of staff within a service area, providing leadership and planning for the work of a service-based function or Council wide team. Establishes clear targets and monitors progress to ensure continuous improvement in service delivery.

● **Financial Management**: Excellent financial planning skills to develop short-, medium- and long-term financial plans. Ability to design and implement governance and financial management frameworks within a complex organisation, and strategies for the efficient mitigation and management of business and financial risks.

● **Commissioning Skills:** Excellent commissioning and contract management skills to manage successful tender, evaluation, and acquisition process. Developed communication and relationship management skills to identify and manage the relationships with external partners and stakeholders, including managing contracts with suppliers to meet key performance indicators and agreed targets.

**Technical requirements (Role Specific)**

* Degree level qualification/experience in environmental science.
* Professional project management/business management qualification.
* Significant experience of project management, development, delivery in the Environmental field.
* Knowledge and understanding of the key economic, social and environmental policy issues and challenges facing cities and the role of local government in addressing these.
* Experience of leading significant projects or work programmes, including experience in achieving funding approvals and benefit management.
* Experience of evaluating and influencing policy and strategy initiatives developed by regional, sub-regional and local stakeholders.
* Experience of working in a complex political, high-profile organisation at a senior level and advising senior leadership on low and zero carbon policy, strategy issues and implementation programmes.
* Knowledge of relevant national and local legislation, regulation and guidance relating to low carbon/net zero.
* Understanding of the evaluation of low carbon functions and an ability to use evidence to guide decision making for future activity.
* Experience of developing and delivering a range of low / zero carbon strategies, policies and initiatives across a complex organisation in order to reduce carbon emissions and achieve impactful results.