**WREXHAM COUNTY BOROUGH COUNCIL**

**JOB DESCRIPTION**

**DETAILS OF THE JOB**

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| **JOB TITLE** | **Climate Change and Carbon Reduction Manager** | |
| **DEPARTMENT** | **Environment and Technical Department** | |
| **SERVICE/TEAM** |  | |
| **REPORTS TO (JOB TITLE & JOB ID)** | **Head of Service Strategy** | |
| **GRADE** | **G12** | |
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| **IS WELSH ESSENTIAL or DESIRABLE FOR THE JOB (See Vacancy Management Form) - Criteria:** | | **Please indicate as appropriate - Insert a Yes (essential) or No (desirable)** |
| The post needs to assist welsh speakers – internal employees and/or service users | | No |
| Is this a post in which contact with the public is its primary function (external)? | | No |
| Is this a post providing a public service in a Welsh language community or will serve a welsh speaking area (Rhos/Ponciau, Glyn Ceiriog, Ceiriog Valley, Coedpoeth, Penycae)? | | No |
| **VERSION CONTROL (INSERT DATE OF DEVELOPMENT)** | | **June 2021** |
| **IS THIS POST ELIGIBLE FOR A DBS CHECK** | | **No** |

SECTION 1: JOB PURPOSE

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| **Job Purpose**  To lead on the ongoing development and delivery of Wrexham Council’s Decarbonisation Strategy and plan, in order to work towards WCBC’s commitment to be carbon neutral by 2030.  The postholder will provide programme management and strategic leadership across the Council, ensuring the delivery of projects, with key partners and stakeholders. The postholder will work with Elected Members, Senior Leadership team and officers in all services to ensure that our commitment to decarbonisation is embedded in everything we do. |

**SECTION 2: DIMENSIONS**

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| Responsibility for own laptop and mobile telephone, Personal Protection Equipment, electronic and paper files and stock of publicity and promotional materials. The post holder will report to the Head of Service Strategy for direct line management, and may have some line management responsibilities as the role progresses. |

**SECTION 3: PRINCIPAL DUTIES AND RESPONSIBILITIES**

Commencing with the most important responsibilities first, please list below the important job responsibilities ensuring that they total 100% to a maximum of 15. Please do not exceed this number. Further information should be provided in the context statement.

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| **NO.** | **Description of Principal Duty or Responsibility** | **APPROX % Time on each (min 5%)** |
| 1. | Lead Wrexham Council’s response to the Climate Emergency declaration, supporting the Decarbonisation strategy, and the development and delivery of appropriate actions/projects to contribute to the ambition of being carbon-neutral by 2030. Ensuring that this work links with other key council priorities to ensure a joined-up approach. |  |
| 2. | Lead the implementation and evolution of the Council’s Decarbonisation Strategy. This includes overall responsibility for delivery, action-planning, conducting regular monitoring meetings to track progress. |  |
| 3. | To keep the Council informed of best practise and legislation in relation to the climate emergency and carry out proactive research into relevant ideas and opportunities to ensure corporate objectives, priorities and statutory responsibilities are met. Advising the Council and its partners on national and local policy development relevant to Climate Change. |  |
| 4. | Prepare and present reports and presentations to Elected Members and Senior Managers Attend meetings, working groups and Cabinet where necessary to present items and discuss key topics. |  |
| 5. | Seek out opportunities for external funding to support the decarbonisation agenda and associated projects; including the development of business cases, monitoring reports and financial claims; in order to satisfy the requirements of external funders. |  |
| 6. | To develop effective partnerships and working relationships which support the Climate Emergency programme and other council priorities as required, including other local, regional and national partners who are working together on this agenda. |  |
| 7. | Work with partners to enable WCBC to make connections across a range of service areas, and work as ‘one council’ in its approach to tacking climate change. |  |
| 8. | Develop and deliver a programme of engagement activities, which ensure that staff, key stakeholders and the public are involved in shaping the work of the organisation and its partners. |  |
| 9. | Develop and deliver a range of projects and interventions designed to promote and foster behavioural change amongst staff, elected members, partners, community groups, schools and others. |  |
| 10. | Undertake any other relevant duties as directed by the Environment and Technical Chief Officer |  |

**SECTION 4: CONTEXT STATEMENT**

Please expand on the overall Job Purpose and Main Responsibilities by providing background information to facilitate a broader understanding of the role, its current context and how this post fits into the service, team and structure.

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| The Climate Emergency is one of the most important topics of our time and one that we must address quickly. The Welsh Government has recently declared a Climate Emergency in Wales, thereby setting ambitious plans for the public sector to be carbon neutral by 2030.  Wrexham Council has declared a Climate and Ecological Emergency in September 2019 that will target the decarbonisation of Council operations and promote the protection and enhancement of its natural environment. Full Council recently approved a motion to develop a clear Decarbonisation Plan. The Plan will set an agenda and programme of works for creating a ‘carbon positive’ organisation.  The post-holder will lead on the ongoing development and delivery of Wrexham Council’s Decarbonisation Strategy and plan, in order to work towards WCBC’s commitment to be carbon neutral by 2030.  The postholder will provide programme management and strategic leadership across the Council, ensuring the delivery of projects, with key partners and stakeholders. The postholder will work with Elected Members, Senior Leadership team and officers in all services to ensure that our commitment to decarbonisation is embedded in everything we do. |

**Standard Job Description Clauses for all posts:**

**Job Evaluation:** This job description has been compiled to support the job evaluation process. The Council has adopted the GLPC Job Evaluation Scheme as from 2007.

**Other Duties:** The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be with consent of the post holder.

**Review:** This is a description of the job as it is presently constituted. It is the Council’s practice to periodically examine job descriptions and update them to ensure they accurately reflect the job required to be performed or to incorporate proposed changes. The post holder will be consulted upon and all employees are expected to participate fully in such discussions. It is the Council's aim to reach agreement on reasonable change, but if agreement is not possible, the Council reserves the right to insist on changes to the job description after consultation with the individual concerned.

**1 - Standard Job Description Clauses for employee posts:**

**Equal Opportunities:** The post holder is required to carry out the duties in accordance with the Council’s Equal Opportunities Policies.

**Health and Safety:**  The post holder is required to carry out duties in accordance with the Council’s Health and Safety policies and procedures.

**Training:** The post holder is required to carry out duties in accordance with the Council’s Training and Appraisal policies and procedures.

**Council Policies:** The post holder is required to carry out duties in accordance with the Council’s policies and procedures, in particular data protection, confidentiality, ICT, code of conduct, employee handbook and customer care. Further information / advice is available from Human Resources and copies of these documents can also be found on the Intranet.

**Review:** This is a description of the job as it is presently constituted. It is the Council’s practice to periodically examine job descriptions and update them to ensure they accurately reflect the job required to be performed or to incorporate proposed changes. The post holder will be consulted upon and all employees are expected to participate fully in such discussions. It is the Council's aim to reach agreement on reasonable change, but if agreement is not possible, the Council reserves the right to insist on changes to the job description after consultation with the individual concerned.

**Safeguarding:** All employees working with children and or vulnerable adults have a responsibility to promote the welfare of children and vulnerable adults during the course of their work.

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| **Job Title** | **wcbc black smallClimate Change and Carbon Reduction Manager** | | |
| **Job Evaluation ID** | **ID2820** | | |
| **Grade** | **G12** | | |
| **Requirement** | **Essential** | **Desirable** | **Measured by\*** |
| **Qualifications** |  |  |  |
| Degree or equivalent in an environmental science, or related subject | **✓** |  | **F.C** |
| A post graduate qualification in a related subject |  | **✓** | **F.C** |
| **Specialist Knowledge** |  |  |  |
| Significant experience of programme or project management | **✓** |  | **F.I.T** |
| Experience of delivering successful projects or programmes related specifically to addressing climate change and/or decarbonisation |  | **✓** | **F.I.T** |
| Experience of working in local government or other public sector organisation |  | **✓** | **F.I.** |
| Detailed knowledge and understanding of Welsh Government policy and targets related to Climate change and decarbonisation | **✓** |  | **F.I.T** |
| Detailed knowledge and understanding of the climate change emergency, as well as a passion for making a positive impact in this area | **✓** |  | **F.I.T** |
| Experience of leading the development of plans, policies and / or strategies, as well as experience of monitoring their progress and effectiveness |  | **✓** | **F.I.** |
| **Practical and Intellectual Skills** |  |  |  |
| Well-developed communication skills, both written and oral, and be adept at negotiation and diplomacy, with the ability to inspire others | **✓** |  | **F.I.T** |
| Ability to confidently communicate with a range of partners and stakeholders in an appropriate and effective way | **✓** |  | **F.I.T.** |
| Ability to work with community groups, and develop effective working relationships | **✓** |  | **F.I.** |
| A familiarity with software applications & computer literate | **✓** |  | **F.I.** |
| Ability to lead and motivate colleagues, partners and other stakeholders, and the ability to form positive and effective working relationships | **✓** |  | **F.I.** |
| Ability to communicate in Welsh |  | **✓** | **F.I.** |
| **Personal Attributes** |  |  |  |
| Calm, and approachable, with the ability to adapt to different teams and working environments | **✓** |  | **F.I.** |
| Self-motivated, passionate and determined | **✓** |  | **F.I.** |
| **Personal Circumstances** |  |  |  |
| Ability to travel across the region carry out work where appropriate (e.g. attend meetings / visit clients or work sites) | **✓** |  | **F.I.** |
| **Equality** |  |  |  |
| Knowledge of and commitment to Equality and Diversity | **✓** |  | **F.I.** |
| Understanding of the importance of Welsh Language and Culture | **✓** |  | **F.I.** |

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| F | Job Application Form |  | C | Certificate of Qualification |
| I | Interview |  | T | Test |