



**North
Northamptonshire
Council**

North Northamptonshire Council Job Description and Person Specification

Note: This job description is subject to change dependent upon consultation responses

Service Manager Sustainability

Service Group: Growth & Regeneration

Reports to: Head of Economic Growth & Sustainability

Salary scale: 10

Responsible for: Sustainability Team

Purpose of the job

To lead and be responsible for the management of the Council's Sustainability Team within North Northamptonshire Council's Economic Growth & Sustainability Service including:

- To lead, develop, and implement a range of strategies, plans, and guidance that promote environmental stewardship in a way that also supports social equity, and economic vitality within the community, and to provide specialist advice and leadership that supports sustainability and drives the Council's goal to be carbon neutral by 2030 and the wider ambition for the entire North Northamptonshire area to be net zero by 2050.
- Deliver a first class, customer orientated service with performance management at its heart and to lead, motivate, develop, and manage the Team to achieve this to the highest standards of performance, accountability, and quality.
- Play a key role in meeting corporate objectives by leading and managing the Team in dealing with the provision of strategic guidance and leadership relating to climate change and sustainability, and related technical matters, including working proactively with other teams within Growth & Regeneration and across the Council.
- Work in collaboration with the Head of Economic Growth & Sustainability, senior leadership, and managers across the Council to develop and implement policies, processes, and procedures that encourages innovation, ensure the effective delivery of a high-quality service, demonstrates value for money, guaranteeing the best outcomes for employees, elected members, partners and stakeholders at all times.

- Lead the development and implementation of sustainability policies and strategies for North Northamptonshire Council, providing expert advice and guidance to ensure the delivery of a carbon-neutral vision for the Council and the wider net zero goal for the entire North Northamptonshire area.

Principal responsibilities

1. To be responsible for the leadership and management of all aspects of the Sustainability Team.
2. To ensure and be accountable for the successful delivery of all day-to-day functions provided by the Team in accordance with legislation, corporate objectives, service plans, performance management systems and approved budgets.
3. To be responsible for all aspects of performance management of the Team, ensuring the successful delivery of the targets set for the Team within service plans, or otherwise by the Head of Economic Growth & Sustainability.
4. To work with the Head of Economic Growth & Sustainability to shape the future direction of the Service and its transformation to ensure that strategic objectives are met.
5. To work with the Head of Economic Growth & Sustainability to develop and implement plans and strategies to deliver the transformation of the Team, securing the harmonisation of service provision, continuous improvement, and efficiency within all functions of the Team.
6. To successfully manage change within the Team and build and maintain an enthusiastic and committed workforce with a 'One Council' approach that makes a positive contribution to the wider workforce and community.
7. To champion the highest standards of behaviour and professionalism across the entire Service.
8. To be responsible for leading the management of all employees (permanent, temporary, seconded and agency) within the Team and to oversee all aspects of workforce management, including recruitment, development, training, performance, and discipline.
9. Management of financial resources, service-specific ICT systems, and specialist plant and equipment in accordance with the Council's policies and procedures, budget system, and constitution.
10. To ensure all decisions taken and processes conducted are lawful and that relevant legislative requirements are acted upon appropriately.
11. To horizon scan and recognise changes in legislation, guidance, and best practice, and work in collaboration with the Head of Economic Growth & Sustainability and

other managers to ensure the effective and expeditious implementation of any necessary changes relevant to the Team as they affect the Authority.

12. To provide professional and technical guidance and advice for all aspects of the functions of the Team to the Head of Economic Growth & Sustainability, Assistant Director of Growth & Regeneration, Corporate Leadership Team, elected members, officers, and members of the public.
13. To be responsible, in conjunction with Democratic Services, for the management of the Sustainable Communities Executive Advisory Panel. To prepare and present reports and attend committees, boards, panels and other meetings as required by the Council.
14. To represent the Council on sustainability and climate change matters in countywide, regional and national forums as required, including the representation of the Council or Service on specialist bodies as required by the Head of Economic Growth & Sustainability.
15. To communicate and champion the Council's values, professional behaviours and priorities to employees, partners and the public.
16. To investigate complaints made in relation to the Team or wider Service, or against members of staff under the management of the post holder, and to work in coordination with the Council's Complaints & Compliments Team to ensure that such complaints are appropriately responded to in a timely manner.
17. To support both internal and external auditors when functions of the Service are participating in audit proceedings and to ensure that all audit recommendations are completed in a timely manner.
18. To deputise for the Head of Economic Growth & Sustainability in their absence.
19. To lead and drive the delivery of the Council's Carbon Management Plan, including responsibility for identifying cost effective solutions that reduce consumption and emission of greenhouse gasses and meet the Council's carbon neutral targets.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.



Person Specification

Attributes	Essential criteria	Desirable criteria
<p>Education, Qualifications and Training</p>	<p>Degree in a sustainability, environmental management or other related subject, or equivalent experience in a relevant discipline (i.e. sustainability, environmental management etc)</p> <p>Relevant professional qualification (i.e. MIEEnvSci, CIEEM, etc)</p> <p>Evidence of continuing professional development</p> <p>Driving Licence</p>	<p>Post graduate diploma / Masters degree in a sustainability, environmental management or similar related subject</p> <p>Management qualification (Minimum NVQ Level 4 or equivalent)</p> <p>Prepared to study for a vocational management qualification or similar</p>
<p>Experience and Knowledge</p>	<p>Strong knowledge in at least one specialism within Sustainability Services (i.e. Climate change, environmental science etc) and associated legislation</p> <p>Experience of working for a local authority</p> <p>Knowledge and understanding of the dynamics and complexities of public sector and local government</p> <p>Strategic knowledge & understanding of sustainability services</p> <p>Experience dealing with complex and/or contentious matters and politically sensitive issues</p>	<p>Experience dealing with the media</p> <p>Experience in gathering, analysing and presenting statistical information</p> <p>Knowledge and experience of bid-writing, procurement and the use of frameworks</p>

Attributes	Essential criteria	Desirable criteria
	<p>Strong contract management and programme/project management skills</p> <p>Significant experience of engaging with a wide range of stakeholders including landowners, developers, government departments and agencies, local enterprise partnerships etc.</p>	
Ability and Skills	<p>Strong leadership, negotiation and influencing skills, including change management and service delivery improvement</p> <p>Excellent time management skills, with the ability to plan and deliver objectives with an agreed timeframe and be flexible in work approaches</p> <p>Demonstrate excellent communication skills level of written and oral communication and IT user skill</p> <p>Ability to develop, influence and maintain good working relationships with a wide range of customers, elected members, stakeholders and partners</p> <p>Innovative approach to problem solving and achieving value for money</p> <p>Strong performance and financial management skills</p> <p>Ability and willingness to attend evening committee meetings</p>	

Attributes	Essential criteria	Desirable criteria
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Safeguarding	Demonstrate an understanding of the safe working practices that apply to this role.	