|  |
| --- |
| To meet the budget gap this financial year a number of additional spending control measures are currently in place. We are not currently evaluating or re-evaluating any roles unless the Executive Director agrees that there is an exceptional reason to do so e.g. to address the risk of an equal pay issue. Where the Executive Director agrees that these is an exceptional reason to go ahead the JDQ must be submitted to monthly Workforce Expenditure Control Panel (chaired by the Chief Executive, Service Director – Human Resources and another member of the Corporate Leadership Team). The JDQ needs to be emailed to **vacancy.authorisation@cambridgeshire.gov.uk**prior to the [Workforce expenditure control panel submissions dates](https://cccandpcc.sharepoint.com/%3Aw%3A/r/sites/CCCHR/Shared%20Documents/Recruitment/Recruitment%20Guidance/Workforce%20expenditure%20control%20panel%20submissions%20dates.docx?d=w76ed1d07f1e04f5ba72b6f946595a155&csf=1&web=1&e=dZHQlx). Forms received after the monthly deadline will be considered at the following month’s panel.  You must not book a role in for job evaluation/re-evaluation until panel approval has been given.  |

**Job Description**

|  |
| --- |
| Job Title: Environmental Surveyor/Project Manager  |
| POSCODE: |
| Grade: P2 |

**Overall purpose of the job**

The majority of the Council's greenhouse gas (GHG) emissions fall under Scope 3. In August 2023, Eunomia Research and Consulting Limited was commissioned to develop a carbon baseline and a high-level roadmap to achieve Net Zero for the CCC Rural Estate. This roadmap aims to reduce the Council's carbon footprint over time as its outputs are implemented.

This role is focused on facilitating the activities required to align with the emissions reduction pathway, contributing to meeting the updated target and carbon quota for Scope 3 emissions in agriculture and land use.

Furthermore, recent changes in government policy regarding de-linked payments mean that CCC will need to provide greater support to tenant farmers to encourage their engagement.

**Main accountabilities**

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

|  |  |
| --- | --- |
|  | **Main accountabilities** |
|  | To be responsible for the delivery of a high quality, value for money service in line with best practice, statutory obligations, professional standards and organisational objectives, including a varied environmental asset management caseload of joint ventures with tenants, organising events and environmental projects, representing the Council and ensuring the delivery of the best front-line services to the public**Project Management expertise*** Lead the day-to-day management of the decarbonisation measures and environmental project(s) including the management of milestones, plans, progress against cost and quality.

• Support the wider team in the identification and management of dependencies, risks and issues within the project(s), and any potential impact on the overall programme or wider system, ensuring an appropriate level of oversight is maintained and escalated when necessary.• Ensure effective quality assurance and the overall integrity of the project(s), deploying appropriate methodologies such as gateway reviews.• Establish and lead appropriate project team(s) to deliver the required outcomes of the projects plan providing advice to and acting as a centre of expertise within the service on Project Management.• Report regularly, including analysis and evaluation of progress on the project(s) into the respective governance in a timely and efficient manner ensuring at all times clarity, engagement with stakeholders, and clear requirements of project details, timings and delivery requirements.• Deploy the project portfolio software to manage the project delivery.• Devise, implement and manage systems for the delivery of projects which engage directly and appropriately with colleagues, tenants, partners and customers and where integration and co-ordination with other services and organisations is required to achieve the desired outcomes. • Initiate extra activities and other management interventions wherever gaps in the project(s) are identified or issues arise.• Co-ordinate and initiate proper closure at the end of the project(s), including appropriate documentation and sharing of lessons learned.• Act as ‘change manager’ and gain buy-in and support from those individuals who will be impacted throughout the project lifecycle. |
|  | Financial and Risk Issue Management• Take active responsibility for the control and monitoring of projects. Ensure monthly progress reports on expenditure for boards are prepared and submitted in a timely way. Report any variances to the Head of Service.• Identify financial pressures and take action, agreed with Head of Service to manage and mitigate those pressures.• Implement risk and issue monitoring and management processes in accordance with project management standards. • Ensure any contractual processes are fully complied with and followed. |
|  | **Partnership Working**• Work with key stakeholders, tenants and partners (at all levels) to effectively plan and implement business change, moving to a successful handover. • Work with key stakeholders, the wider Rural Team, other council service areas and organisational support functions (Finance, IT, HR, L&D, Legal, Procurement, Communications etc) to ensure accurate scoping of work and associated resource requirements for the project(s).• Ensure the regular and timely exchange of relevant information with internal and external stakeholders in order to ensure a mutual awareness. |
|  | **Communication and Customer Focus** • Develop communications plans to support the project(s) and wider programme, utilising the most relevant methods for stakeholders, partners and suppliers.• Working with services, to ensure projects meet the needs of users by actively seeking input from users and key stakeholders throughout the development and delivery of work. |
|  | **Other Duties**• 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. |
| 6. | Demonstrate an awareness and understanding of equality, diversity and inclusion.   |
| 7. | Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030.  |

**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

|  |  |  |
| --- | --- | --- |
| Qualifications Required | **Subject** | **Essential/****Desirable** |
| Educated to degree level, or equivalent experience. Any Programme/Project Management or closely related discipline.  | Essential |
| Professional Up to date of knowledge of Property and Estate Management, Landlord and Tenant and Agricultural operations/practices  | Essential  |
|  |  |  |

Minimum levels of knowledge, skills and experience required for this job

|  |  |  |
| --- | --- | --- |
| Identify  | Describe | Essential/Desirable |
| **Knowledge** |  |  |
| Project Management• Knowledge and significant experience of delivery of project/change management concepts and methodologies in a complex environment • Good working knowledge of service delivery disciplines, management systems and processes including quality assurance methodologies and the identification and management of risk. | Desirable Essential |
| Data and Information Management• Comprehensive IT skills, proficient in MS Office products with the ability to grasp new systems quickly.• Knowledge and experience of working in Microsoft Project, Planner or other industry standard project planning software | EssentialDesirable |
| Operational Delivery• Sound level of knowledge across all core business functions (i.e. finance, quality management, business/organisational development, HR and communications).* An understanding of projects, policies, priorities and strategies within some or all of the following disciplines: environmental, natural capital, climate crisis, agriculture and ecosystem services

• Understanding the decision making and governance arrangements within local authorities including working with Senior Officers and Members. | EssentialDesirable Desirable |
| **Skills** |  |
| **Working Together**• Experience of managing stakeholder relationships within complex projects and an ability to build strong, professional networks and relationships, inspiring others to deliver of their best. • Ability to influence and negotiate across a diverse and challenging community of stakeholders including conveying contentious proposals and solutions, and when implementing resolutions. • Ability to work as part of a team, sharing knowledge and experience, recognisingthe strengths and weaknesses of others, and constructively challenging to achieve productive outcomes. | EssentialEssentialDesirable |
| **Excellence**• Comfortable with considerable amounts of data and information with strong analytical skills, attention to detail and the ability to understand complex issues and advise on complex solutions across business areas with the application of critical judgement.• High standards of numeracy, literacy, communication and presentation skills with ability to meet tight deadlines. | EssentialEssential |
| **Strategic Thinking**• Ability to translate concepts and ideas into meaningful plans and action. | Essential |
| **Leadership**• Strong level of experience of successfully leading, managing, coaching and developing diverse project teams in delivering demonstrable and sustainable service improvements.• Ability to influence and motivate non-line managed staff with constructive criticismand to motivate people towards a common objective. | EssentialEssential |
| **Communication**• Excellent communication skills, verbal, written and listening and the ability to adapt personal style to meet the needs of a range of audiences. | Essential |
| **Experience** | Give an idea of the type and level of experience required **do not** specify years of experience.  |  |
| **Project Management**• Extensive experience of working as a project manager.• Experience of working as a project manager within a public sector organisation.• Evidence of consistently achieved results within a largely unsupervised environment but within clear accountability framework. • Experience of managing budgets. • Experience of successfully leading, managing, coaching and developing diverse teams and delivering demonstrable and sustainable service improvements | EssentialDesirableEssentialEssentialEssential |
| **Creative Thinking**• Experience of identifying new ways of thinking and new approaches to a problem or situation. | Desirable |
| Equality, Diversity and Inclusion (applies to all roles). | Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.  | Essential |
| Net Zero (applies to all roles). | Ability to contribute towards our commitment of becoming a net zero organisation.  | Essential |
| Safeguarding (applies to all roles working with children/vulnerable adults). | Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.  | Essential  |

**Disclosure level**

|  |  |  |
| --- | --- | --- |
| What disclosure level is required for this post? | **None** | ~~Standard~~ |
| ~~Enhanced~~ | ~~Enhanced with barred list checks~~ |

**Work type**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | ~~Fixed~~  | **Hybrid**  | ~~Field~~ | ~~Remote~~ | ~~Mobile~~ |

**Job description questionnaire**

Page 1 and 2 of this document will form the job description and person specification for the post.

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title:** | Environmental Estate Officer  | **POSCODE** *(Needed for re-evaluations)* |  |
| **Reports to (job title):** | Heads of Assets  | **Directorate/Service:** | Strategy and Resources  |
| **Presenting Manager:** | John Macmillian  | **Date of evaluation:** |  |
| **Supporting****HR contact person:** | Stewart Gletherow  | **New Post**  | **Yes** |
| **Re-evaluation:**  | **No** |

**Job context**

Give a short overview of the job context and the key objectives of the part of the organisation where the job is placed.

To provide specialist oversight and input on the current suite of environmental projects and decarbonisation measures to be implemented on the Rural Estate

These include:

* Organising tenant workshops Carry out discussions with the 40 top emitters on the Estate Identify standard/generic lease terms Identify and apply for sources of funding Activate processes to enable more ‘open door’ tenant engagement, social media/online tenant-tenant support etc on the decarbonisation policy being implemented.
* Contribute to regular Biodiversity and Green space forums to ensure join up and shared understanding across council service teams (membership: Biodiversity & Greenspaces Manager Rural Estate Manager and H&T Green Infrastructure Manager)

**Organisation chart (include grades)**

Please provide an organisation chart which includes the manager of the post, its peers and direct reports.

<<attached>>

**Change of accountabilities (for re-evaluations only)**

What are the major changes to the role?

These should clearly show the reason for this re-evaluation i.e. the:

* changes to the accountabilities
* changes to the essential qualifications, knowledge, skills and experience; or
* changes to the team structure

**Communication and influencing**

|  |  |
| --- | --- |
| **Contact** | **Nature of interpersonal skills used** |
| Internal | Clear Communications |
| Colleagues, including:Comms – promotion and publicity of activitiesP&E ColleaguesEstates Management  | The post holder needs to be able to demonstrate a high level of communication and interpersonal skills, and to ensure that the communication is up-to-date and relevant and delivered to the relevant people in a timely manner. They need to be able to network effectively, linking up colleagues and services where it makes sense to do so, to develop partnerships. They need to understand their different audiences, adapting communications for different groups, being able to precis and present specialist issues to a general audience |
|  |  |
|  |  |
| External |  |
| Relevant organisations/partners including:Other LasCPCANatural Cambridgeshire DEFRANatural England  | The postholder will need to be able to recognise and manage the different priorities of different stakeholders. Communication is also key to ensuring a strong and effective working relationship is built up to encourage a joined-up approach for the benefits of nature and communities.  |
|  |  |

**Supervision and work planning**

**What degree of forward planning is required in this job (daily, weekly, monthly, annual, etc)?**

Extensive forward planning across all project workstreams and programmes, varying from month to month to programmes with 20 year outcomes. The postholder will be required to ensure programmes are correctly coordinated and planned accordingly and that all synergies/co-benefits are timetabled and delivered.

Each project has milestones and progress reports. Reporting updates will be weekly, with in person bi-weekly update meetings. Project end dates will need to be planned and outcomes coordinated. Most projects are up to 2 years (i.e. in line with the anticipated span of this post) so in the first instance forward planning will be to that point.

**What level of supervision is this post subject to?**

The postholder will work closely with the Head of Service and team managers, but will be expected to work on their own initiative with little direct day to day supervision unless required.

**What type of priorities is the post holder able to set themselves?**

Priorities will be set in two ways: firstly by taking project plans agreed with team managers and then by timetabling overlaps and interventions and secondly by determining their own programme of project coordination. These priorities will include specific deliverables as defined by the individual projects plus anything that the holder identifies as cross working within the service, the authority or even with external partners.

Is there a KPI that this links to?

**What kind of systems, procedures or ‘rules’ are set around the job?**

Project management systems, then usual delegations and service approvals.

**Problems encountered**

What types of problems are encountered in this job and what steps would you expect the post holder to take to find the solution (give 2 examples).

Delay in delivery of project outcomes: the postholder as a ‘professional’ project manager should be able to identify these before they happen and be able to steer the project back on track or, if npt possible, to reprofile the programme in discussion with the project lead and keeping all stakeholders informed.

Reluctance of third parties to work co-operatively: the post holder will be expected to identify third parties in early stages of development and ensure they are fully briefed and anticipating engagement. Where possible (with internal third parties) then emphasis can be placed on CCC aims and strategies and with external stakeholders, looking for connections with their own ambitions (e.g. Anglian Water’s Resource Management Plans.)

At what point does the post holder escalate a problem to a more senior employee?

The post holder will need to ensure that the service managers are kept informed and to escalate when required or when it is felt that engagement with members, CLT/DMT is necessary.

**Decision making**

|  |  |
| --- | --- |
| Does the post holder makes a decision based on | a set process to resolve the problem |
| a solution based on their past experience  |
| seek more information to determine the extent of the problem |
| use creative thinking to develop new concepts |

Please give an example to illustrate the approach to decision making specified above.

All of the above within an established project management framework.

All projects have or will have PIDs and business cases that set out the scope and ambition, with expected outcomes. These documents will provide the framework within which the post holder will operate. Additionally, the postholder will be proiceint in project management processes, and will be able to act effectively using those tools.

The post holder will be expected to make decisions using their project management expertise, based on the ambitions and requirements of each project, working with other officers with the specific technical expertise in each area.

**Freedom to act**

Please give two examples of areas that the post holder has discretion over.

Identifying benefits that can be realised across multiple partners including the County Council, district councils, environmental charities and other relevant partners between projects. This would include drawing multiple workstreams together to maximise realisation of environmental benefits.

The frequency and methods of communication across the service, including to elected members, senior management and external stakeholders around project outcomes and determining when and from which external sources it is appropriate to seek funding from.

**Impact**

Financial impacts of the role

|  |  |  |
| --- | --- | --- |
| Financial measure (e.g. income, expenditure, capital budget) | Amount (£) | Role (Direct control, joint control, advisory/influencing role) |
|  |  |  |
| Income (identifying future grant applications) | Any | Advisory |
|  |  |  |

Statistical Information

|  |
| --- |
| Is there any statistical information that can add to the understanding of the job? E.g. it is useful to know whether a Payroll Officer deals with is 50 or 50,000 payslips.  There are a large number of projects and potential projects which the role will be involved with  |

**Physical effort and/or strain**

Describe whether the job requires physical effort and/or strain more than is normally experienced in a routine office environment

n/a

**Working environment**

Does the job require working outdoors, or being exposed to objectionable, uncomfortable or unfavourable working conditions?

Not normally although site visits will be likely. PPE will be provided where necessary

**Declarations**

|  |
| --- |
| **All roles – Manager** |
| JDQ completed by: Rebecca Roper By submitting this JDQ to panel I confirm that the relevant Executive Director has given consent for this post to be evaluated/re-evaluated. Signed: A black text on a white background  AI-generated content may be incorrect. Date: 18/02/25 Print name: Rebecca Roper |

|  |
| --- |
| **Re-evaluations only – Current Post Holder**  |
| Current post holder – by signing this form I confirm that I have been involved in completing the JDQ and confirm that it is an accurate reflection of my current role. Signed: Date:Print name: |

HR Advisory - Prior to submitting the job to panel please provide the Hay Lines of this posts Line Manager and Direct Reports.

|  |  |  |
| --- | --- | --- |
| **Job title** | **Hay Line** | **Score** |
| **Know How** | **Problem Solving** | **Accountability** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

HR Advisory - Advice given to the manager

|  |
| --- |
| Use this section to record any relevant background information and advice that you have given to the manager. |