**Job Description**

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| Job Title: Environmental Estate Officer/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 - largely from our value chain. In August 2023, Eunomia Research and Consulting Limited developed a carbon baseline for the rural estate and a high-level roadmap to achieve Net Zero. This roadmap aims to reduce the Council's carbon footprint over time as actions are implemented. This role is focused on facilitating the activities required to align with the emissions reduction pathway and contribute to meeting the Council's carbon reduction ambitions for our land holdings.~~.~~ 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. This role will play a key role in designing and providing that support, engaging with our tenants and helping them to decarbonise with us.

**Main accountabilities**

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

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|  | **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

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

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| --- | --- | --- |
| 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**

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

**Work type**

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| --- | --- | --- | --- | --- | --- |
| 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~~ |