

Job Description and Person Specification

HEAD OF CLIMATE CHANGE AND SUSTAINABILITY

A Lambeth to be proud of



Job Title: Head of Climate Change and Sustainability
Grade: PO9
Department: Growth & Environment
Division: Planning & Sustainability
Reports to: Assistant Director Climate Change and Strategic Transport

Responsible for: Climate change and sustainability team and functions including buildings and energy, adaptation, air quality, flood risk, partnerships, programmes and communications.

Context

Lambeth Council was the first London borough to declare a climate emergency and has committed to ensuring the council's operations are net zero by 2030. Through our climate partnership we are working together across the borough to implement our Climate Action Plan. This role leads and oversees the strategic development, management and delivery of the council's Net Zero 2030 programme.

Job Purpose

To lead and oversee the strategic development, management and delivery of the council's Net Zero 2030 programme, including the capital investment programme, helping to deliver outcomes in line with the Climate Action Plan and Corporate Carbon Reduction Plan.

To develop effective partnerships to accelerate climate action in Lambeth and support shared investment and delivery in line with CAP goals. To develop partnerships with other councils, tiers of government, non-departmental government bodies and private and third sector organisations where it helps accelerate climate action, policy and learning.

To take a strong community and partnership approach to the design and development of climate projects and programmes, working with residents, community groups, businesses as well as strategic partners to drive local improvements.

To provide leadership on climate across the council, championing the climate and sustainability agenda and working with teams to affect transformation through policy, service redesign and programmes support.

To fulfill the council's statutory functions on air quality and flooding and oversee the implementation of the council's Air Quality Action Plan.

To maximise inward investment and grant funding for climate programmes.

To lead a team responsible for delivering climate and sustainability projects and programmes.

To oversee the successful completion of projects and programmes within the borough.

To manage a robust risk management, project and programme reporting and monitoring function to ensure that delivery provides value for money.

To provide support and advice to cabinet and cabinet members to enable them to fulfil their role and lead on the climate agenda in Lambeth and across London.

Responsibilities

1. Provide the Council's principal expertise on climate and sustainability, policy and programmes.
2. To take responsibility for producing the council's climate and sustainability policies in partnership with Lambeth's stakeholders and communities.
3. Devise, design and deliver a programme of effective projects relevant to the borough's different communities and neighbourhoods.
4. Take a thorough neighbourhood and community focused approach, working with local groups in the design and delivery of effective local solutions.
5. Establish strong internal and external partnerships taking a lead on liaison with officers from across the council and with partner agencies and organisations to ensure successful project and programme delivery.
6. Provide a visible senior point of contact into the Council, representing the Council at a borough, regional, national and international level, playing an active role in partnership development and joint working and promoting Lambeth as forward thinking, proactive and progressive force for change. To hold and manage the relationship with BEIS, DEFRA and GLA and other key industry stakeholders.
7. To oversee and have overall responsibility for the climate change and sustainability team's input into the Development Management service's planning application process, influencing proposals for new development to deliver the council's strategic objectives.
8. To identify and secure grant opportunities to support programme delivery.
9. Provide effective benchmarking and strategic programme reporting to the Council's Corporate programme, management forums, including Management Board and Member Level formal and informal Committee Structures.
10. Produce briefing information, advice and reports to all levels of the council's governance arrangements (including members) and to external organisations, developers / applicants, and public meetings as required.
11. Maintain strong budgetary control over all aspects of the team's work.
12. Contribute to the development of annual delivery plans to ensure the delivery of the transport programmes, within budgets.
13. Maintain a thorough up to date knowledge of relevant law, policies, working practices and procedures.
14. Scope, commission and project manage consultants to deliver projects / work programmes, including the management of allocated budgets.
15. Deal with senior officers, members and external contacts on the full range of matters relating to the transport and public realm function.
16. Manage stakeholder expectations and respond to issues (including press enquiries, Members' enquiries, Freedom of Information Act requests, and formal complaints) in compliance with established timescales and procedures.
17. Manage project, programme and task-oriented meetings, with effective and timely document management, recording decisions and chasing actions.

18. Work flexibly in undertaking the duties and responsibilities of this job and participate as required in multi-disciplinary and cross-organisational groups and task teams.

Staff Management responsibilities

- The Head of Service is responsible for the direction, support and development of a project team (including professional services consultants where appointed). Staff may be appointed on a permanent or temporary basis. Management duties are outlined above.
- Direct line management responsibilities are as identified in the organisation expectations
- The post holder will be required to manage staff and lead consultants commissioned in relation to specific projects, appropriate to the level of the grade.

Budgetary responsibilities

- The Head of Service is responsible for the authorisation of transactions up to an approved limit prescribed by scheme of delegations.
- The Head of Service is responsible for the effective financial management of any relevant budgets, including procurement, income and grants

Other

- The post holder should be prepared to work outside of normal hours, including attending evening meetings, and occasional weekend working.
- The job holder's decision making authority is determined by Council policy and procedures.
- To carry out the duties of the post in accordance with the Data Protection Act, the Computer Misuse Act, the Health and Safety at Work Act, and other relevant legislation, as well as Council policies, procedures, standing orders and financial regulations.
- To carry out the duties of the post with due regard to the Council's Equal Opportunities Policy.
- To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relationships.
- To undertake other duties appropriate to the grade as directed by management.

PERSON SPECIFICATION
Head of Climate Change and Sustainability (PO9)

<p>It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Ticks" (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
<i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i>			
Key Knowledge	K1	Substantial knowledge of climate and sustainability policy, regionally and locally. Substantial knowledge of climate and sustainability as it applies to local government and urban areas.	✓A
	K2	Knowledge of Corporate and Government structures and procedures.	
	K3	Extensive knowledge in relation to the key principles and practices of climate and sustainability functions, including flood management, air quality, buildings and energy, adaptation, waste and consumption, green infrastructure biodiversity.	✓A
	K4	Versatile ICT skills with a good knowledge of: MS Office (preferably including MS Excel), E-mail packages (preferably Microsoft Outlook) with the ability to learn and absorb new software packages.	
	K5	Proven project management skills with the ability to produce accurate and appropriate reports at a senior level	
	K6	A thorough understanding of relevant legislation and Government policies and how they affect the Council.	
	K7	Ability to formulate strategy and translate this into achievable team objectives.	
Relevant Experience	E1	Extensive experience of working in a climate and sustainability related environment	✓A
	E2	Extensive experience of managing and developing staff as part of a project delivery team in a corporate environment.	✓A
	E3	Demonstrable project management and programmes experience in the public or private sector.	
	E4	Experience of working with customers and colleagues at all levels and to engender customer excellence	
	E5	Building support and maintaining a high level of commitment from stakeholders through communications and effective influencing skills, within the public sector or similar environment.	✓A
	E6	Experience of negotiating effectively and resolving conflicts.	

CORE VALUES AND BEHAVIOURS



- Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.
- Ensure fairness and justice is at the heart of my decision making and support to my team and others.
- Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.
- Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part.
- Take positive action to ensure everyone in my team has opportunities to learn and grow at work.
- Encourage everyone to be themselves at work and value who they are.
- I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals.

- Treat each member of my team with respect and dignity just as I would want for myself.
- Encourage each member of my team to do their very best work and am available to them to provide support and guidance.
- Personalise my support to each team members and look out for them, lending a hand wherever I can
- Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together
- Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard
- Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.
- Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.
- Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.



- I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way.
- I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.
- I ensure my team plan ahead, getting the basics right and take swift action when problems arise.
- I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.
- I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.
- I share my learning, knowledge and skills with others through coaching and mentoring and encourage others to do the same.
- I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.
- I encourage my team to learn and grow and ask questions to find the information they need to do their jobs.

Accountability behaviours



One Lambeth
CONNECTED BY PURPOSE

Ambition behaviours



One Lambeth
CONNECTED BY PURPOSE

- Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.
- Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.
- Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together.
- Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes.
- I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.
- Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.
- Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.