

Role profile

Job Title:	Head of Climate Action and Sustainability	Grade:	CB5
Department:	Planning, Design and Sustainability	Post no.:	58167
Directorate:	Economy and Sustainability	Location:	Perceval House

Role reports to:	Assistant Director of Planning, Design and Sustainability
Direct reports:	Up to six programme/project/service managers
Indirect reports:	10 -15 officers

Job description

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

Purpose of role

- To provide high profile strategic drive and leadership of Ealing Council's Climate Action and Sustainability ambitions.
- To be a visible leader across the organisation, developing and coordinating robust corporate governance, setting policy direction, leading cultural change, and enabling opportunities for multiple services to co-own and co-deliver the Council's Climate & Ecological Emergency Strategy (CEES) and Action Plans.
- To drive forward policy and business cases to help direct, fund, develop and deliver a programme of sustainable development projects across the borough's seven towns across climate adaption and emissions, prioritising retrofit, carbon and energy management, food, waste and travel.
- To provide the leadership and direction to a team of specialist officers to ensure the council's statutory duties are met in relation to climate change and sustainability, and to act as the authority's lead professional adviser on all matters related to carbon and energy management, and sustainability.
- To represent and promote the council at a local, regional, and national level including lobbying for, bidding for and helping coordinate investment and funding into the borough to expedite the delivery of Council's Climate & Ecological Emergency Strategy (CEES) and associated Action Plans.
- To proactively explore opportunities to generate income for the Council, and enhance the green economy within the borough, through innovative and creative partnerships with the public sector, private sector and other agencies that lead in clean-tech, green-tech, and zero-carbon construction industries.

- To ensure Council's Climate & Ecological Emergency Strategy (CEES) are fully integrated with the policy and delivery actions of key council strategies, especially the Local Plan, the Transport Strategy, Energy Strategy, carbon management and adaptation plans, and a new Retrofit Programme (to be developed), and to embed a climate conscious culture throughout the council and borough.

Key accountabilities

- Be accountable for the strategic leadership and management of the council's high profile, high risk and ambitious carbon reduction programme, working closely with multiple services across Council.
- Act as the council's principal advisor on climate change by developing and maintaining a high performing professional team and proactive sharing of data and intelligence that is easily accessed and applied by multiple services across the council, which includes ownership and promotion of Ealing's Climate Action Impact Tool.
- Act as the strategic lead in the management and delivery of the Council's Climate & Ecological Emergency Strategy (CEES) and associated Action Plans, particularly the theme of Adaptation, including operational delivery plans which can be translated into capital funded projects and programmes which specify outcomes, resource requirements, and appropriate performance measures and impact metrics.
- Ensure the development, implementation and delivery of Ealing's Retrofit Programme, including establishing and implementing appropriate arrangements/agreements with the capital delivery specialists within the council and other delivery agents so that projects move into delivery protecting quality, stakeholder support and funding monitoring expectations.
- Be accountable for the continuous improvement of service efficiency and efficacy, along with programme and project management, project monitoring and programme reporting.
- Design, implement and manage an effective evaluation framework for carbon reduction and climate change response, ensuring appropriate research and analysis is conducted to deliver outcomes which are consistent with the Council Plan ambitions for good growth.
- Oversee the development, co-ordination and enhancement of the Council's corporate governance approach to its climate emergency commitment, to include regular review, monitoring, reporting and assessment against the Council Plan, the Council's Climate & Ecological Emergency Strategy (CEES) and associated Action Plans.
- Work with partners to continuously improve the council's strategic response to and climate change and ensure that citizen and community focused policies are developed, implemented and behaviour change supported across the borough.

- Be responsible for the delivery and continuous review of all relevant statutory, non-statutory and regulatory services/activities/functions within the remit of the Council's climate emergency commitment, ensuring the council's liability is minimised and that all associated legislation, codes of practice, statutory duties and service levels are adhered to; ensure services are delivered at best value for quality and cost and addresses the complex needs of the borough's residents, business communities and other users.
- Lead, mentor and manage staff in the Services Area for which the role is accountable, particularly those Management/Principal Officer roles that are directly within line management purview, and also play a proactive part in contributing to Directorate peer meetings and governance.
- Support the Leader, Cabinet, Members and senior leadership team to drive the strategic agenda of the Council through multi-disciplinary policy development, project leadership and partnership working across the public, community and private sectors.
- Represent the Strategic Director/Assistant Director for at meetings with the public and with Councillors on matters relevant to climate action and sustainability, including attendance at committees, ward forums and any other public meetings.
- As directed, take part in and assist the Council's duties relating to Emergency Planning and Civil Contingencies, to support the Council's role in planning for and responding to civil and council emergencies using skills/expertise of the post holder and in accordance with council emergency procedures. To provide emergency contact details for the purposes of emergency and service continuity plans.

Key performance indicators

- Delivery of the council's Climate & Ecological Emergency Strategy (CEES) and associated Action Plans, and relevant Council Plan priorities.
- Overseeing the council's corporate governance approach to its climate emergency commitment – maintaining an effective monitoring and evaluation framework, including partnership agreements, financial and systems controls, target setting, performance management, monitoring, reporting and business planning, to meet internal and external standards.
- Lead the implementation and delivery of Ealing's Retrofit Programme.
- Lead in the analysis and presentation of detailed statistical returns as required (including greenhouse gas reporting - CO₂ reduction from Local Authority operations).
- Lead on identifying and securing external and internal funding, identifying new commercial and business opportunities, building relationships with current and potential investors, and bringing forward sustainable development projects.

Key relationships (internal and external)

- Council Service departments.
- Members
- Partners organisations and agencies including the voluntary sector and environmental groups.
- Universities, Schools, and other Education Establishments.
- Government Department for Energy Security and Net Zero, the Environment Agency, the Greater London Authority (GLA) family and the London Enterprise Panel (LEP).
- West London Alliance (WLA) and neighbouring boroughs.
- External providers/consultancies/Partnerships such as BIDs, West London Business, Heathrow Airport Limited and the Old Oak and Park Royal Development Corporation (OPDC).
- Local Government networks and employer bodies.
- Ealing communities, developers, investors, and landowners.

Authority level

- Responsible, under delegated authority, for the preparation and management of a variety of complex service budgets, ensuring compliance with all relevant internal and external regulations, the achievement of value for money and the management of any financial risks.
- Actively manage income opportunities with a view to effective resourcing of key activities, and where opportunity exists with the objective of providing a self-funding/ full cost recovery service.
- Will directly manage up to two Managers/Managers/Principal Officers and indirectly manage up to four programme managers employed by Ealing Council along with their reporting officers and multiple external consultants and deputise for the Assistant Director for Planning, Design & Sustainability as necessary and assist in the objective setting, appraising and work programme setting of the wider service.
- To take a lead role in ensuring policy and project compliance with corporate and Council procedures, and best practice information and guidance.

Person specification

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Essential knowledge, skills and abilities

1. Proven experience of evolving and delivering new policies, strategies and operational governance in a complex, cross-cutting service environment.
2. Sound understanding of project / programme management methodologies, such as PRINCE2 and Managing Successful Programmes (MSP) and the techniques involved in managing large, high value and complex programmes.
3. Sound and proven knowledge of the scope and content of current legislation and policy (at national, regional, and local levels) and spotting trends which affect, and influence programmes and projects related to climate change and sustainability.
4. Excellent verbal and written presentation, communication, mediation, and negotiation skills.
5. Excellent understanding of the public and private sectors, commercially aware and alive to external funding opportunities and the process of securing and spending that funding.
6. Excellent financial management, including budget preparation, resource planning and monitoring of income, in addition to base budget.
7. Sound knowledge of the issues facing local government and those relevant to service/functional responsibilities, together with the legal, financial, and political context of public sector activity.

Essential qualification(s) and experience

1. A relevant degree, professional qualification, or a minimum 5 years' experience within climate change and sustainability policy development and/or sustainable development programme delivery with a proven track record of commissioning and managing public and private sector funded initiatives in these disciplines.
2. Experience at a senior level role in managing complex strategy and highly contested and often conflicting policy development in a culturally diverse borough.
3. A significant record of achievement in successfully designing, securing funding and implementing programmes of change to time, budget and quality.
4. Experience of leading, motivating and managing services with multi-disciplinary teams to achieve significant, sustainable improvements and positive outcomes through internal and external partnerships.
5. Experience of providing sound advice to Members, Councillors, senior officers, partners and local groups on complex technical and strategic issues and programmes, including presenting reports to Management Boards and to other groups and partnerships.
6. Experience in initiating and delivering sustainability related capital and/or revenue projects that included securing funding for project implementation.

7. Track record of using performance management solutions to deliver measurable improvements in service delivery and to meet business objectives.

Values & Behaviours

Improving Lives for Residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place. • Can see and appreciate things from a resident point of view. • Understands what people want and need. • Encourages change to tackle underlying causes or issues. 	<ul style="list-style-type: none"> • Does what they say they'll do on time. • Is open and honest. • Treats all people fairly. 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships. • Offers to share knowledge and ideas. • Challenges constructively and respectfully listens to feedback. • Overcomes barriers to develop our outcomes for residents. 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost. • Brings in ideas from outside to improve performance. • Takes calculated risks to improve outcomes. • Learns from mistakes and failures. 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making. • Makes things happen. • Acts on feedback to improve performance. • Works to high standards.