

Role profile

Job Title:	Sustainability Project Manager	Grade:	13
Department:	Housing Asset Management	Post no.:	TBC
Directorate:	Housing & Environment	Location:	Perceval House

Role reports to:	Capital Works Pre Construction and Planning Manager
Direct reports:	N/a
Indirect reports:	

Job description

Purpose of role

- The Sustainability Project Manager role is to develop forward investment programmes for housing asset management to meet the 2030 EPC C and 2050 net zero targets for the council's housing stock.
- To inspire change by scoping new retrofit and sustainability programmes, ensuring the council's compliance with climate change and sustainability legislation and regulations for council homes.
- To develop and deliver the borough's housing-related energy and sustainability strategies, including conducting research, action planning, and managing project groups and partnerships.
- To serve as the lead professional adviser for the Assets and Capital Investments teams on all environmental sustainability matters related to housing.
- To provide expertise on housing-related environmental and sustainability issues, contributing to projects across the council, including planning services and major council projects, with a focus on energy conservation and generation for homes.
- To represent the council and build partnerships at local, regional, and national levels, including applying for and managing investment and funding for environmental sustainability in housing.
- To lead initiatives and partnerships with external parties to promote practical measures that enhance the environmental sustainability of the council and benefit residents in the borough.

Key accountabilities

- To develop and implement programmes to improve the energy performance of the borough's housing stock, meeting the 2030 EPC C and 2050 net zero targets.
- To analyse housing stock and plan retrofit and renewable energy strategies to enhance sustainability.
- To secure funding and generate revenue to support sustainability initiatives.
- To deliver housing projects in collaboration with property and finance teams, ensuring alignment with sustainability goals.
- To lead procurement activities for major projects, including writing specifications, evaluating tender submissions, and recommending selections, with support from the procurement hub.
- To manage and provide leadership to projects, ensuring successful delivery within agreed plans and budgets.
- To oversee the delivery of funding and associated projects, such as Green Deal, 'Warmer Homes – Social Housing Fund', and ECO initiatives, in partnership with external suppliers and contractors.
- To ensure strong data management practices using robust methodologies.
- To ensure contractors and suppliers comply with legal requirements and maintain high environmental performance standards.
- To develop and implement sustainability initiatives to reduce the environmental impact of the Housing Asset Management team's work.
- To collaborate with senior managers to identify and implement improvements in environmental performance.
- To identify and apply for funding sources to support council sustainability actions.
- To advise senior management and council on the implications of new or draft legislation, codes of practice, and other relevant developments, ensuring all stakeholders are well-informed.
- To approve invoices for contractors and consultants up to a value of £50,000.
- To implement the Council Staff Travel Plan, including managing the Cycle to Work scheme, overseeing capital improvements, and promoting sustainable travel behaviours among staff.
- To influence senior leadership to adopt innovative practices and sustainable operations and materials across the organisation.
- To travel as necessary to represent the Assistant Director at meetings with partners, stakeholders, members of the public, and councillors on sustainability matters.
- To ensure significant matters, risks, and success stories are reported to the Manager.

- To produce papers and reports for the council executive, committees, and other bodies, including publicity materials.
- To present to local consultative groups, residents' organisations, and meetings, and provide evidence at public inquiries as necessary.

Key performance indicators

The key performance indicators for this role include delivery of statutory, local performance indicators and service level agreements such as:

- CO₂ reduction from Local Authority operations
- Corporate Plan commitments relating to domestic energy efficiency
- Delivery of council Energy Strategy and Sustainability Strategy
- Housing Consumer standards & Tenant Satisfaction Measures
- 'Rebuilding the Housing Service' Milestones & objectives
- Departmental operational business plan targets and performance indicators including indicators relating to financial, employee and customer performance

Key relationships (internal and external)

- Project delivery teams in Housing Asset Management
- Housing & Environment directorate teams including Building Safety and Compliance teams, Commercial Manager, Quantity Surveyors
- Wider council teams including Planning and Building Control, Procurement, Health and Safety, Communications
- Contractors, subcontractors, external consultants
- Regulatory bodies
- Funding bodies and investors
- Local residents and councillors

Authority level

- Implement council's Sustainability Strategy

Additional Requirements

- Any other duties appropriate to the post and grade

Person specification

Community and partnership working are essential for all roles.

A commitment to Equality, Diversity and Inclusion (EDI) and ensuring Health and Safety at Work for everyone working at Ealing Council is essential for all roles.

Essential knowledge, skills, abilities and experience

1. Proven experience managing sustainability projects in an asset management or property environment.
2. In-depth knowledge of sustainability funding, reporting, standards, and regulations.
3. Expertise in planning sustainable building and retrofit programmes for housing.
4. Strong project and change management skills, with a track record of successful project delivery.
5. Experience in monitoring and reviewing performance standards and key performance indicators.
6. Knowledge of CDM Planning/Designer and client duties.
7. Experience with computerised asset management systems and understanding building maintenance terminology and repair activities.
8. Experience working with utilities providers, including interpreting their drawings and service details.
9. Knowledge of contracts, tender agreements, and procurement processes.
10. Excellent written and verbal communication skills, with strong ICT proficiency.
11. A collaborative team player with a positive attitude, committed to excellent outcomes for residents and the environment.
12. Commercially aware with a focus on continuous improvement.

Essential qualification(s) and professional memberships

- Level 5 qualification or equivalent in sustainability, surveying, or a construction-related discipline
- Membership or associate status with a recognised sustainability body, the Chartered Institute of Housing, the Royal Institution of Chartered Surveyors (RICS), or a similar professional organisation
- Possession of an ESG (Environmental, Social, and Governance) Diploma or Certificate
- Demonstrated commitment to continuing professional development

Values and behaviours

Improved life 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 will 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