

# EXETER CITY COUNCIL

## Job Description

<b>JOB TITLE</b>	<b>: Senior Officer – Programme Manager – City Wide Net Zero</b>
<b>GRADE</b>	<b>: M</b>
<b>POST NO</b>	<b>:</b>
<b>DIRECTORATE</b>	<b>: Net Zero Exeter &amp; City Management</b>
<b>UNIT</b>	<b>: Net Zero &amp; Business</b>
<b>REPORTS TO</b>	<b>: Service Lead - Net Zero &amp; Business</b>
<b>RESPONSIBLE FOR</b>	<b>: N/A</b>

**LIASION WITH** **:SMB, Portfolio Holder For Climate & Ecological Crisis, City Council officers, Devon Climate Emergency, Liveable Exeter Place Board, Exeter Connects, neighbouring Local Authorities, relevant business networks across the city, public organisations, Central Government Departments, Industry Groups, Consultants and Contractors**

### **PURPOSE OF JOB**

To lead and manage the delivery of the Net Zero Exeter 2030 Net Zero Plan, to reduce carbon emissions across the city. Provide specialist, technical support and advice to the Liveable Exeter Place Board, Exeter Connects and Exeter City Council on changes required to achieve Net Zero by 2030.

### **MAIN ACTIVITIES**

1. Lead on implementing and delivering the Net Zero Exeter 2030 Plan. .
2. Unite and work with the business community across Exeter through the Liveable Exeter Place Board to provide a clear and joined up vision to deliver and integrate the Exeter Net Zero 2030 Plan .
3. Work with City Development on delivering net zero through the new Exeter Local Plan, ensuring sustainability and net zero is integrated into the planning regime.
4. Lead and project manage funding bids and initiatives to deliver decarbonisation across Exeter.

5. Unite and work with Exeter Connects and community groups from across Exeter to enable a clear and joined up approach to deliver the Exeter Net Zero 2030 Plan.
6. Work with the Service Lead Net Zero to deliver Net Zero across the City.
7. Deliver a Net Zero city dashboard and monitoring system, to track progress on reducing city carbon emissions.
8. Attend Devon Climate Emergency meetings to participate in collaborative projects to reduce city carbon emissions..
9. Work with other local authorities, public organisation and agencies to share initiatives where practical, to collaborate on joint carbon reduction projects.
10. Provide regular updates SMB, Transport Working Group and Strategic Scrutiny Committee on the delivery and progress of the Exeter Net Zero 2030 Plan, forecasting carbon emission reductions against agreed targets.
11. Provide expert input into wider City Council policy direction, operational changes and how they may impact upon city wide net zero and how they present risks and opportunities for the City Council.
12. Lead on clean growth for Exeter, working in partnership with the University of Exeter, Exeter College and other major organisations located in the city.
13. Develop relationships with the commercial partners and the financial sector to attract investment into carbon reducing projects for Exeter.
14. To carry out any other duties as required by the City Council from time to time which are commensurate with the character and status of the post.

**DATE LAST UPDATED: 5 December 2023**

# Person Specification

**JOB TITLE** : Senior Officer - Programme Manager – City Wide Net Zero

**GRADE** : M

**POST NO** :

**SERVICE** : Net Zero Exeter & City Management

**UNIT** : Net Zero & Business

## Qualifications & Knowledge

Criteria	Essential/ Desirable (E/D)	Method of Assessment
Hold a degree in climate or environmental science or other relevant discipline; or 5 years' experience	E	A, C
Knowledge and experience in writing, implementing and embedding policies and strategies linked to carbon reduction for the medium to long term	E	A, I
Knowledge of national legislation and policy in delivering net zero and low carbon technologies	E	A, I
Knowledge of regional and national funding / grants and an understanding of the structure and how to access Government grants / funding	E	A, I
Knowledge of central government and local authority planning policies and procedures	E	A, I
Knowledge and experience of delivering change management	D	A, I
Member of relevant Professional Organisation	D	A, C

## Special Requirements & Skills

Criteria	Essential/ Desirable (E/D)	Method of Assessment
Experience of working with, managing, and getting the best out of multiple partners and project participants	E	A, I
Previous experience of delivering low carbon projects within the public sector	E	A, I
Significant experience of change management and using project management principles to deliver high level programmes of work within clearly defined timeframes/deadlines	D	A
Experience of managing teams and competing priorities	E	A

<b>Criteria</b>	<b>Essential/ Desirable (E/D)</b>	<b>Method of Assessment</b>
Excellent negotiating skills, conflict management and interpersonal skills	E	A
Excellent analytical skills, with the ability to interpret and impart complex information to solve the City Council's net zero challenges	E	A, I
Experience of working with members at a senior level to deliver and improve services	D	A, I
Experience in writing detailed management reports	E	A, I
Excellent oral and written communication skills, with the ability to communicate effectively and persuasively with a wide range of people on complex and sensitive information	E	A, I
Good level of IT literacy including: <ul style="list-style-type: none"> <li>o database management and data interpretation</li> <li>o MS Office packages</li> </ul>	E	A, I
Proven track record of delivering strategies, without the need for daily access to management	E	A, I
Experience of applying for and managing grant funding bids and tender preparation, including procurement processes with associated legal conditions and auditing procedures	E	A, I
Previous experience of delivering and managing multiple projects of high value and associated financial management and capital budget monitoring	E	A, I

### Other

<b>Criteria</b>	<b>Essential/ Desirable (E/D)</b>	<b>Method of Assessment</b>
Politically aware and able to converse with elected members	D	A, I
Creative and innovation skills to bring about change	E	A, I
Ability to maintain complex relationships under pressure	E	A, I
Ability to switch between tasks with accuracy and attention to detail to deliver against competing priorities	E	A, I
Flexible and 'can do' attitude and approach to work	E	A, I
Self-motivated and excellent time management skills	E	A
Team working and motivational skills	E	A, I
Ability to prioritise projects in a busy and a changing environment with conflicting demands from numerous service areas	E	A, I
Ability to work from home or remotely	D	A

**CATEGORY: A:** Application, **C:** Certificates, **T:** Testing, **I:** Interview, **R:** References.

**COMPLETED BY : Victoria Hatfield**  
**DATE : 5 December 2023**