

JOB DESCRIPTION

Job Title	Decarbonisation and Sustainability Project Manager
Position Number(s)	TBC
Department	Lancaster West Neighbourhood Team and Grenfell Housing Services
Section or Service	Housing Management
Grade	Grade G

DESIGNATION:

Responsible to:	Sustainability Programme Manager
Employees directly supervised (if applicable):	0
Family Tree:	
<pre> graph TD ND[Neighbourhood Director] --> HSPI[Head of Strategic Programmes & Innovation] HSPI --> SPM1[Sustainability Programme Manager] HSPI --> SPM2[Sustainability Programme Manager] SPM2 --> DSCPMD[Decarbonisation & Sustainability Project Manager] </pre>	

JOB PURPOSE:

1. To provide proactive, highly-organised **project management**, working as a key part of the team that is transforming Lancaster West into a model estate for the 21st Century
2. To establish Lancaster West as a **net-zero neighbourhood**, taking opportunities to reduce carbon emissions across the estate
3. Identify **opportunities for funding** to deliver on our promise to make Lancaster West net-zero by 2030
4. Work closely and collaborate with the **Lancaster West Refurbishment** and wider LWNT making sure plans and programmes are aligned with sustainability objectives.
5. To use **data, analysis, and resident input** to measure carbon, design and deliver projects that improve the quality of homes and the wider neighbourhood for residents, maximising value within the resources available.
6. Work with, listen closely to and **champion the needs of residents** in the delivery of programmes and projects.

DESCRIPTION OF DUTIES:

1. Develop and maintain all project documentation including business cases, project initiation documents, project plans, risk and issue logs, and exception reporting.
2. Build, lead and motivate project teams in a line management and matrix management environment to deliver the required project outcomes while retaining overall responsibility for delivery
3. Lead on the scoping and specification of Decarbonisation and Sustainability projects ensuring that all organisational and statutory requirements are met.
4. Work effectively with a range of stakeholders to establish and lead project teams to deliver the project to time and budget.
5. To deliver the actions of the sustainability strategy with residents and deliver on a promise to make the estate net-zero by 2030
6. Horizon scan best practice in the area of environmental sustainability seizing opportunities to experiment and share learning
7. Champion the use of smart technology and data in the journey towards net-zero, identifying innovative and insightful measures and baselining data.
8. Embed performance measures and estate wide data to measure and monitor progress against our objectives

9. Identify funding streams applicable to the net-zero objective researching, completing applications and engaging resident and partners
10. Deliver projects off the back of successful bids for income from funds from third party donors, managing project budget and spend.
11. Use, promote and embed modern ways of identifying and capturing resident feedback such as surveys, interviews, case studies
12. Generate reports and create data dashboards to aid the monitoring of carbon emissions and successful delivery of projects
13. Use, manipulate and visualise data to generate insights, aid decisions and create additional value.
14. Serve the LWNT and play a role in identifying data errors and cleansing existing data sets to make sure we are increasingly seeing one version of the truth.
15. Promote a learning culture by actively seeking ways in which learning can be harnessed for improvements for the customer and in the ways of working for LWNT
16. Undertake other duties relevant to the nature, scope and level of the role as necessary including attending evening and weekend meetings.
17. To ensure high levels of stakeholder engagement and effective communication regarding the changes being implemented.

I agree to the above job description

Post Holder.....

Date.....

Director / Chief Officer.....

Date.....

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	Decarbonisation Sustainability Project Manager
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Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate two additional leadership behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	Qualifications: • Qualification in PRINCE2, Agile, Agile for public sector other project management qualification • Educated to degree level or equivalent experience
C	Knowledge & Experience: • Able to demonstrate excellent project management skills and is able to lead projects as delegated and demonstrate strong organisational skills, meeting deadlines within budgets • Proven track record of delivering projects that deliver solid outcomes for residents. • Experience of working with residents and producing supporting data to enable consultation to take place • Good analytical skills with the ability to work with figures and statistics, interpreting data and make informed decisions • Ability to communicate and demonstrate effective presentation skills in internal and external meetings to a variety of stakeholders • Proven record of working successfully with partners including facilitating workshops,

	negotiating, communicating and working collaboratively to achieve service objectives is essential. • Able to evidence excellent communications skills both oral and in writing, in particular the ability to write concise and logical reports based on complex analysis and outcomes for different audiences. • Experience of working in a local authority context and an understanding of key partner organisations. • Experience of using Microsoft including specific software such as Microsoft Project, Visio, and SharePoint
D	Job Specific Requirements • Excellent inter-personal skills, with the ability to listen and really grasp what a client or customer want. • Highly motivated and proactive with a positive attribute towards change. High level of flexibility and adaptability.

Our Values & Behaviours	
E	PUTTING COMMUNITIES FIRST - We put local people at the heart of decision making in everything we do. - We seek to include and involve: all voices matter. - We provide quality services that are responsive, effective and efficient. The following examples are indicators of effective behaviour: - I actively involve and include the communities that I serve in my work. - I shall reflect the views of the communities in my daily work. - I shall improve the service I provide through seeking feedback from others. Our residents will feel that: - I have been included - I can see how my views have been taken into account - I can see improvements and developments based on my input
F	RESPECT - We listen to everyone and value the personal experiences of people in our communities and of each other. - We adopt a fair, and involving approach regardless of any way in which an individual is different to us. RESPECT The following examples are indicators of effective behaviour: - I adapt my approach to take account of all differences and cultures in the community and with colleagues. - I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. - I communicate in a way that is respectful, encourages involvement and meets people's needs. Our residents will feel that: - I feel my culture and background are respected. - I have confidence that action is being taken. - I feel I am being treated fairly.

G	INTEGRITY • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. The following examples are indicators of effective behaviour: • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. Our residents will feel that: • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued
H	WORKING TOGETHER • We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt. The following examples are indicators of effective behaviour: • I work with others to provide an effective service for residents, local communities and other departments within the Council. • I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. • I seek out opportunities to learn from my colleagues and build on good practice. Our residents will feel that: • I can get my issue resolved without being passed around departments. • I find it easy to access the services that I need. • I feel the Council is open to new ideas.