

# Job Outline

<b>Post:</b>	Climate Change & Energy Team Manager
<b>Location:</b>	Flexible*
<b>Hours:</b>	35 hours per week
<b>Duration:</b>	<b>Permanent</b>
<b>Service:</b>	<b>Performance &amp; Governance</b>
<b>Grade:</b>	HC12 £52634/57439 p.a.
<b>Contact:</b>	Kate Lackie Tel 01463 702041 e-mail: Kate.Lackie@highland.gov.uk

\* This is a hybrid role with flexible home and office working.

## **Job Purpose :**

The postholder will manage the Climate Change & Energy Team, in accordance with relevant statutory requirements, as well as national and local policy. The postholder will provide strategic leadership to The Highland Council in relation to the delivery of net zero and the development of green energy opportunities in line with both national and corporate ambition.

## **Further Information:**

This is a major opportunity for a focussed and driven individual to help the Council to deliver the Scottish Government's pledge to end Scotland's contribution to climate change no later than 2045. All public bodies have a duty to support and work towards this target under the Climate Change (Scotland) Act 2009, as amended by the Climate Change (Emissions Reduction Targets) (Scotland) Act 2019, and the Council has committed to take action to tackle the climate and ecological emergency.

As Climate Change & Energy Team Manager, you will be managing and coordinating team and portfolio of work which will expedite the Highland Council's shift towards net zero carbon emissions. The Council's use of energy accounts for approximately 75% of its total carbon footprint, and you will work with colleagues across Council services to identify and progress projects and initiatives which will play a key role in supporting the Council's pathway to net zero. The post will require a high level of skill and dedication to achieve high quality results.

All work within the Climate Change & Energy Team is steered by an established vision, underpinned by a Strategic Control Plan (SCP) that was established in 2020, and the Net Zero Strategy approved in December 2021 ([net-zero-strategy](#)), which are designed to accelerate delivery by improving the planning and management of low and zero carbon climate change and energy projects.

This post is located within the Performance & Governance Service, and you will report directly to the Executive Chief Officer – Performance & Governance.

### **Employee Benefits**

The Highland Council is committed to their employees and offers an excellent benefit package that can include:

- Flexible working patterns including both full-time and part-time opportunities. We want to accommodate the right candidate for the post and we are able to assist life style choices and other commitments you may have. For example: seasonal compressed hours
- Competitive salary with an incremental scale and annual pay review.
- Wide range of learning and development opportunities with an annual review to discuss career opportunities and progression.
- 27 days paid holiday plus 7 Public paid holiday (pro rata for part-time staff), rising to 32 days paid holiday (pro rata for part-time staff) after 5 years continuous service at the commencement of the next leave year.
- Pension Scheme, including employer's contribution of 19.5%
- A genuine commitment to the health and wellbeing of our employees with access to the new Employee Assistance Programme.
- Family Friendly staff policies including Parental Leave.
- Cycle to Work scheme.
- Employee discount/reward schemes from major and local retailers.



## **The Highland Council - Ambitious, Sustainable and Connected.**

The Highland Council vision is to be an ambitious, sustainable and connected Highland. The Council's Health and Prosperity Strategy ([Ambitious Highland](#)) and subsequent tranches of funding have underscored the Council's commitment to tackling climate change and adaptation, maximising green energy opportunities and developing the green economy.

The Highland Council is an Equal Opportunities employer and is committed to improving the diversity of its workforce. We welcome applications from people from all backgrounds, representative of the communities we serve. We champion diversity, inclusion and wellbeing within the workplace.

### **Job Description – Key Duties and Responsibilities**

- To work strategically with senior management and elected members to embed low carbon and net zero practices across all Council services and functions, particularly in respect of energy, staff travel and transport.
- To lead on the preparation and updating of the Council's policies, plans and strategies on climate change, adaptation, and energy.
- To represent the Council in key climate change/energy forums: locally, regionally & nationally.
- To work strategically with senior management and Elected Members to design projects and initiatives which embed low carbon practices across all Council services and functions.
- To lead the Council's development of green energy opportunities.
- To manage and coordinate a team of officers covering a range of climate change, adaptation and energy activities, including legislative responsibilities, project work and policy development.
- To articulate targets and objectives for the Council's climate change and energy commitments across all services.
- To lead on the application of specific technical climate change expertise and capability in the Council and provide strategic advice, recommendations and solutions across the organisation, as required.
- To support the Council's new Climate Change Committee, produce briefing papers, committee reports and monitoring reports for senior managers, elected members, Council committees and working groups.



- To monitor and manage the relevant budget cost centres for the team, contribute to the preparation of forward budgets and assist in identifications of savings, where required.
- To promote good employee relations and ensure the development of staff through the Council's ERD process and relevant training to maintain professional standards.
- To develop and maintain appropriate performance indicators and a performance review system for staff within the team.
- To develop partnership working in respect of the climate change and energy agendas with public and private agencies and organisations.
- To deliver effective customer care and engagement, including the effective handling of complaints in line with Council policy.
- To undertake other duties, commensurate with this senior position, as required by the Executive Chief Officer – Performance & Governance.

## **Other Duties**

In undertaking these tasks, the post holder will be required to:

- Work in accordance with Council's Contract Standing Orders, financial Regulations, Scheme of Delegation, programme and project management approach and policies and procedures
- Take responsibility for your personal development and participate in training.



## Person Specification

**Essential** - The minimum acceptable levels for safe and effective job performance:

### Experience:

- Minimum 3 years' experience in a role which required robust theoretical and practical / applied understanding of technical climate change & energy issues.
- Demonstrable technical project development / delivery, stakeholder engagement and partnership building experience.
- Demonstrable experience of (or ability to) network and work in partnership with a range of organisations.
- A track record of delivering agreed objectives within specific timescales.
- Experience of managing teams
- Experience of managing budgets / resources.

### Education & Qualifications:

- Evidence of higher education, and ideally educated to degree level in a climate change or energy-related discipline.
- Evidence of a continuing commitment to personal development, and ideally, a management qualification.

### Skills:

- Highly developed interpersonal skills, including communication, influencing, negotiating, motivation.
- Ability to lead a team and to motivate staff.
- A detailed theoretical, practical and applied understanding of the policy and technical issues relevant to climate change and in particular, energy's contribution to net zero.
- Effective communication and numeracy skills
- Communication of technical and policy information to a wide range of audiences in an accessible language and format.
- Ability to think strategically and to explain alternative perspectives
- Computer literate and familiarity with a range of computer packages
- Use of influencing and negotiations skills to deliver business change
- Ability to effectively use project management techniques to ensure delivery of agreed outcomes and benefits



- Ability to gather, handle and analyse large volumes of data in both monitoring and evaluative contexts
- Understanding of quality and the implementation of quality management tools

### **Attributes:**

- Ability to relate appropriately to a wide range of people, including Service Directors, senior managers, staff, elected Members and partners
- Committed to Team Working
- Highly organised and resilient under pressure
- High degree of integrity and professional credibility
- Self-motivated and enthusiastic
- Ability to work flexibly to meet deadlines
- Work on own initiative and under pressure
- Commitment to Team Working
- Willing to be flexible about travel for work and training purposes

## **Health and Safety**

Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:

- Become familiar with Violent Incident and Accident reporting procedures and comply with them.
- Undertake a continual program of Risk Assessment in relation to their role within Highland Council
- Have an understanding of the importance of Health and Safety in the workplace, and familiarise themselves with the Highland Council's Health & Safety Procedures.

