

Decision under Delegated Powers
Project Manager (Climate Action Board)

Officer requesting the decision

Justin Henry – Director of Commercial and Economic Development

Officer making the decision

Rob Mitchell - Chief Executive

Recommendations

To approve the creation of the Project Manager (Climate Action Board) PO1 (37 hours) at MXXX reporting to the head of Assets and Property. The job profile is appended.

The effective date is 01 Jul 2024.

Reasons

To provide capacity to manage and facilitate delivery of the Council's Environment and Climate Change Board work programme.

Authority for decision

The Council's Chief Executive has delegated authority to agree changes to the establishment, within budget and without major operational disruption or interruption of services or involving a change from direct to indirect provision or vice-versa or other policy implications.

Decision and date

27/06/24

Background

The Council has an extensive programme of works reaching across all services relating to the Climate Change Strategy and the Carbon Neutral Plan. This post will be key in managing that work and ensuring it is progressed and monitored.

The post will be funded from Capital for which amounts are noted in the new Capital Plan for the years 2024/25 through 2026/27.

Comments from HR

HR adviser: Nicola Ward

HR seen recommendations (both draft and final, if amended): Management will need to decide if this post will be advertised on a fixed or permanent basis, depending on the duration of the

project(s) and/or funding. Once this decision has been confirmed, the standard recruitment process will need to be applied.

Financial implications

Post should be a fixed term contract and cover the duration of the Capital projects to be worked on.

Costs to be coded to L030 (Property Services Service Unit) initially and transferred to the Capital projects worked on. Timesheets showing hours worked against each project to be provided as an audit trail.

All hours to be transferred to Capital projects to ensure no revenue implications.

Risk management

No specific risks have been identified with this report.

Key decision: No

Appendices

Appendix 1 – Project Manager (Climate Action Board) Job Description



JOB DESCRIPTION

Division:	Commercial and Economic Development
Job Title:	Project Manager (Climate Action Board)
Grade:	P01
Post Number:	
Base/Location:	Council Offices
Responsible To:	Head of Assets and Property
Responsible For:	N/A
Key Relationships/ Liaison with:	Service stakeholders, suppliers, internal and external colleagues

Job Purpose	
	<ul style="list-style-type: none"> • The primary purpose of this post is to deliver the many tasks identified in the Climate Action Strategy • Working with Heads of Service, develop and deliver against a clear set of priorities and projects • Procurement of goods and services related to the built environment and others as required • Regular progress reporting to Senior Leadership and Members • Provide regular briefings within the agreed project governance structure • Implementation monitoring, evaluation, and ongoing support

Main Duties and Responsibilities	
1.	Responsible for the successful project management and delivery of the tasks within the Climate Action Board remit
2.	To ensure that any associated contractors deliver the relevant performance within the SLA / contractual obligations within the specified constraints of time and cost.
3.	Identify and manage any risk to the project implementation plan, providing regular governance updates to the Head of Assets and Property / Director of Commercial and Economic Development
4.	Report to the Head of Assets and Property / Director of Commercial and Economic Development through the production of fortnightly performance and monitoring reports
5.	Work with the Sustainability Development Officer to develop new projects from inception as they arise

6.	Provide matrix management in the project environment with colleagues across all services of the Council
7.	Provide specialist project management and technical support and guidance to other officers involved in project delivery
8.	The post holder will be required to develop strong working relationships with service providers, partners, relevant consultants, in house staff, external agencies and residents affected by any project
9.	Procure services from and negotiate with external suppliers, partner organisations, accreditation bodies and contractors as necessary to ensure seamless delivery of strategic services to customers
10.	Attend relevant meetings with senior leaders, contractors and associated groups
11.	Ensure the benefits of delivered projects are monitored and reported
12.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.
Special Factors	
<ul style="list-style-type: none"> The nature of the work may involve the jobholder carrying out work outside of normal working hours. 	

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Date Prepared/Revised: 16 November 2023

Division:	Customer Experience
Job Title:	Project Manager (Revenues and Benefits)
Grade:	P01
Post Number:	

	Essential	Desirable	How assessed
Experience <ul style="list-style-type: none"> • Programme/Project Management Qualification Or • Significant project management experience. • Experience / good understanding of Council services particularly Revenues and Benefits service • Experience of managing contracts and service reintegration. • Management experience at middle or senior level. • Knowledge of modern local government political structures (e.g. Cabinet and Scrutiny roles). • Involvement in procurement projects 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	App/Int

Skills/Knowledge <ul style="list-style-type: none"> • Have good analytical and presentation skills. • Must be able to work in partnership with internal and external agencies community representatives and businesses with an ability to be objective, pragmatic, flexible and adaptable. • Must be enthusiastic, self-motivated, well organised, and able to work to agreed 	<ul style="list-style-type: none"> ✓ ✓ ✓ 		App/Int
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<p>deadlines with minimum supervision.</p> <ul style="list-style-type: none"> • Familiarity with Microsoft Office suite of software and ability to use IT systems. 	✓		
<p>Interpersonal Skills</p> <ul style="list-style-type: none"> • Demonstrate excellent communications skills, including written reports and verbal presentations. • Successful in dealing at all levels within the organisation and building constructive relationships. • Ability to influence others and to gain trust. • Skills in dealing with councillors and other key stakeholders. 	✓		App/Int
<p>Disposition/Attitude</p> <ul style="list-style-type: none"> • Demonstrate ability to lead and contribute successfully at relevant meetings. 	✓		App/Int

<p>Other requirements</p> <p>An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations.</p> <p>Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.</p>	✓		App/int
		✓	Int

<p>Key: App = Application form Test = Test Int = Interview</p>	<p>Pre = Presentation Med = Medical questionnaire Doc = Documentary evidence (e.g. certificates)</p>
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Date Prepared/Revised: 30th August 2023