|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | | **Head of Stockport CAN (Climate Action Now)**  Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role. | | **Working for Stockport Council** | | **Macintosh SSD:Users:tony.collinge:Desktop:values_job_description:STAR_logo_and_values.jpg**  Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.  [This video,](https://play.buto.tv/3My87) produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.  As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.  You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/>  H:\Directorate Services Team\Recruitment (Annalie Burns' Team)\Recruitment\OTHER\Diversity and Inclusion\DISABILITY CONFIDENT\employer_small.png |   green band epsStockport Council  **Job Description** | |
| Post Title: Head of Stockport CAN (Climate Action Now)  **Service Area:** Place Management  **Directorate:** Place | Salary Grade: MB1 |
| **Responsible to:** Director of Place Management  **Responsible for:** 2x Project Officers | |
| **Main Purpose of the Job:**  To provide senior management and leadership of Stockport CAN (Climate Action Now) to embed the cultural shift required within the borough.  The role holder will lead the borough’s overall programme management approach to achieve a zero carbon borough by 2038, by ensuring a robust and coordinated response to the Climate Emergency declared in March 2019 and supporting the delivery and implementation of the CAN Action Plan alongside identified workstream leads. | |
| **SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:**  KEY AREAS  The post holder will be expected to:   1. Develop, manage and successfully deliver complex, high value-projects and initiatives to deliver this ambitious agenda, taking direct responsibility for the successful delivery of all elements to agreed levels of time, budget and quality. 2. Transform the borough into a nationally recognised climate friendly borough, influencing, negotiating and driving change within the business community and the delivery of services and commissioning approaches within the council and its partners, including Corporate Estates, Finance, and Strategic Housing, alongside other strategic partners in the borough such as the Mayoral Development Corporation. 3. Promote cultural and organisational change to ensure that climate action is a primary consideration for strategic and financial decision making as well as day to day operations for the council and its key partners. 4. Ensure that the transformation within the borough maintains political support by facilitating the all-member Climate Action Now working group, enabling the group to develop policies and to monitor the progress of the programme on an annual basis. The postholder will support the group in presenting an annual report to full council. 5. Generate greater ownership of Stockport CAN amongst the population by working closely with Public Health and Community Engagement colleagues to develop a network and interventions for community groups and businesses to make positive changes and promote biodiversity, exercise and sustainable ways of living. 6. Lead and support complex internal and external funding bids through the development of business cases on behalf of the council or other agencies within the borough to attract resources to fund the delivery of the CAN Action Plan. 7. Manage, deploy and coordinate resources effectively, ensuring that project / initiative necessities are fully identified, including staffing, financial and ICT requirements. They will also ensure that change is managed effectively by working with relevant project teams and key stakeholders within the organisation. 8. Lead, manage and deliver high-quality and deliverable strategies across the authority and its main partnerships, providing strategic direction and leadership and contributing to a range of plans and strategies in collaboration with others. 9. Manage the development of robust business processes, policies and strategies for improvement, adopting appropriate nationwide standards and policies and complying with quality assurance, legislative and professional requirements. 10. Work with other service areas to provide advice, expertise and guidance to support business objectives. 11. Represent the council nationally, regionally and sub-regionally, and with key partners ensuring that the council’s values and successes are communicated. 12. Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers, both within the council and from other organisations and partners at a local and regional level. 13. Demonstrate personal commitment to continuous self-development and service improvement.   Work flexibly within the role and support the general activities within Place Management, and the Council in accordance with the Council’s and service’s flexible working policies. | |
| **Additional responsibilities:**  To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.  To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.  The responsibilities set out in the job description, advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough. | |

****

Stockport Council

Competency Person Specification

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

|  |  |
| --- | --- |
| **Competency** | **Essential or Desirable** |
| To work to the Council’s values and behaviours:   * To keep the people of **Stockport** at the heart of what we do * To succeed as a **team**, collaborating with colleagues and partners * To drive things forward with **ambition**, creativity and confidence * To value and **respect** our colleagues, partners and customers | Essential |
| Ability to demonstrate a sincere personal commitment to Climate Action Now | Essential |
| Ability to develop and successfully deliver a programme of cultural change with senior leaders and key partners from a range of backgrounds | Essential |
| Experience of influencing and enabling the development of relationships with organisations such as community groups, voluntary organisations, non-council partners and businesses | Essential |
| Ability to drive successful outcomes within agreed programme function, programme, project and resource budgets. | Essential |
| Ability to prioritise delivery to ensure time, cost and quality objectives are met and the reputation of the Council and Place are enhanced. | Essential |
| Excellent negotiating and influencing skills with the ability to work with others at senior management level including Councillors, Heads of Service within the Council and the GMCA. | Essential |
| Excellent communication skills with ability to present information in a clear and concise form both in writing and verbally. | Essential |
| Ability to compile reports and prepare presentations for Council leadership, Committees and senior management. | Essential |
| Ability to provide leadership in the governance and development of programme and project management quality management processes and procedures. | Essential |
| Experience of identifying strategies and managing Key Performance Indicators to drive continuous improvement. | Essential |
| Ability to develop an open and learning culture within your service, encouraging all to strive for continuous improvement. | Essential |
| Understands and actively supports Stockport Council’s diversity and equality policy. | Essential |
| To meet Stockport Council’s standard of attendance. | Essential |
| A willingness to be flexible in a changing environment. | Essential |
| The ability to converse at ease with service users/customers and provide advice in accurate spoken English. | Essential |