# Role profile

* **Job title**: Programme and Policy Lead (Low Carbon)
* **Grade:** 11
* **Business area:** Environment Directorate
* **Reporting line:** Head of Low Carbon
* **Team:** Low Carbon

## Job Purpose

The role will support and develop the delivery of the GM 5yr Environment Plan and supporting, Retrofit Action Plan and wider Whole System Smart Energy Plan. Providing stakeholder management to successfully deliver a complex, high valued programme of strategic projects; across identified priority areas, taking direct local responsibility for the successful delivery of all elements, to agreed levels of time, budget, and quality.

The key purpose is to provide effective policy and programme development and management as relevant to the Low Carbon Team.

The role holder will undertake effective stakeholder management with internal GMCA and external strategic directors and senior managers, interpreting strategic visions into a coherent local programme of interventions, which delivers local and collaborative low carbon priorities.

## Key working relationships

* Head of Low Carbon
* 10 GM Local Authorities and respective stakeholder groups
* Registered Providers/Social Housing Providers
* NW Net Zero Hub
* Electricity North West
* Cadent
* DESNZ
* Ofgem

## Key Responsibilities

**Key Role Accountabilities:**

1. The role is responsible for providing input into relevant policy and programmes to support both internal and external stakeholders, to realise the GMCA’s strategic objectives
2. Support, and show strong leadership in the design, development and implementation of the practical and strategic interventions which are needed to realsie the objectives of the 5 year environment plan, this will include Policy, direct support programmes, procurement both directly and through partnerships.
3. Maintain regular communication with all policy and programme related matters to interested parties within the GMCA and to strategic and national partners as appropriate.
4. Play a key strategic role in establishing a shared understanding and commitment across the stakeholders of Greater Manchester of our vision, ambition and aims
5. The development of new and aligned initiatives, demonstration projects and policies to support the combined visions and objectives of the programme, working closely and maintaining effective relationships with collaborative partners, local senior officers and other key national stakeholders to ensure clear and effective channels of communication.
6. Manage the successful delivery and development of the local programme on time, to budget and of the right quality, using the project management methodology where appropriate, taking responsibility for all reports to the GMCA, programme related boards and other senior management across the respective collaborations.
7. Maintain control of the local programme scope through an effective change control process, consulting with key stakeholders as needed, and ensuring that all project documentation is managed effectively, including effective record keeping and version control.
8. Manage a range of assigned resources, which may be human, financial, or other, to ensure continuous improvement in service delivery. 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.

## General

1. Daily communication with relevant parties, liaising wider Project Managers, Policy Officers and communicating with strategic partners, stakeholders, as appropriate.
2. Deliver regular policy, programme and project communications to national and local stakeholders and wider partners through the formulation of presentations and other communication collateral.
3. Project manage and lead the development of specific programme partner interests integrating all or some of the elements of ecosystem innovation around a retrofit and local energy infrastructure project (e.g. generation, storage, or integrated low carbon heating), which involves engagement with consumer and, in particular owner/occupiers.
4. Commissioning work such as the delivery and installation of innovative solutions and service specification development, as required. The role will provide all aspects of programme and project management to support the delivery of the all relevant plans working with a spectrum of stakeholders from across Greater Manchester including the Net Zero Low Carbon Hub, Local Enterprise Partnerships, and Local Authorities, Registered Social Landlords and procurement partners.
5. To always hold yourself and others to a high standard of professionalism, demonstrating your commitment to our values and behaviours as well as ensuring service confidentiality is maintained throughout all we do.
6. Working with other teams internally and externally collaboration is maximised and supporting on activity where appropriate.
7. Ensure the services delivered internally and externally are inclusive and accessible.
8. To align work area to the Sustainability Strategy and ensure work practices are inclusive of this value & strategic intent.

**NB: This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.**

## Knowledge, Skills, and Experience

### Knowledge & Experience

1. Have a solid practical understanding of the policy landscape as it relates to the UK’s and Greater Manchester’s net zero targets.
2. Proven experience of successfully managing and delivering a wide range of complex and high value projects and programmes to structured programme and project management methods.

### Able to find the best path through conflicting pressures and competing demands, while always keeping their eye on the goal.

### A track record of pro-actively targeting key stakeholders and influencers, building demonstrably effective relationships with them.

### Proven ability to make accurate and effective decisions in a timely way in a variety of contexts, in highly dynamic and complex environments.

### A track record of delivering outcomes which balance political and organisational aspirations.

###  Desirable

1. A relevant degree and 10 years relevant experience.

### Skills, Values & Behaviours

1. **Project management skills:** Extensive expertise of delivering complex programmes to challenging timelines, balancing conflicting project priorities to ensure the successful delivery of agreed programme benefits. Ability to challenge the established methodology and break down barriers to change, whilst maintaining essential control mechanisms, leading to a commitment to quality and continuous improvement.
2. **Strategic thinking skills:** Evidence of thinking cross-functionally and cross-organisationally, beyond one’s own professional areas of specialism is important as is the ability to conceptualise new, collaborative ways of achieving shared goals.
3. **Communication skills:** Ability to build and maintain strong networks of support both internally and externally and to forge effective partnerships with external agencies, voluntary and statutory, and key stakeholders for the continuous improvement of services. Ability to harness the full commitment and responsibility of key stakeholders in delivering the vision of excellence for ESC and GMCA.
4. **People management skills:** Effective development, management and motivation of staff within service area, providing leadership and planning for the work of a service-based function or Council wide team. Establishes clear targets and monitors progress to ensure continuous improvement in service delivery.
5. **Problem solving & decision-making skills:** Uses creative ability to find solutions and whilst considering policy and procedure is also confident in adopting (and justifying) novel or nonstandard approaches.
6. **Financial management skills:** Excellent financial planning skills to develop short-, medium- and long-term financial plans with an ability to budget proactively with large, high-risk or volatile elements being identified and cross-referenced to operational activity.
7. **Commissioning Skills:** Ability to advise and develop local partner commissioning capabilities where there will be a direct impact on joint commissioning goals.

## Corporate Duties

*Do not behave in way which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.*

*Safeguard at all times confidentiality of information relating to staff and pensioners. Refrain from smoking in any areas of Service premises.*

*Behave in a manner that ensures the security of property and resources. Abide by all relevant Service Policies and Procedures.*

***Records Management / Data Protection*** *- As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.*

***Confidentiality and Information Security*** *- As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.*

***Data Quality*** *- All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols. To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.*

***Health and Safety*** *- All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service’s undertakings.*

***Service Policies*** *- All GMCA employees must observe and adhere to the provisions outlined in these policies.*

***Equal Opportunities*** *- GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background.*