



Job Title:	Decarbonisation and Environment Manager
Grade:	Grade 11
Section:	Homes and Growth (Sustainability)
Reports to:	Assets and Sustainability Manager
Responsible for:	Senior Project Officer – Sustainability

The Job

Is to:

- deliver the WDH Sustainability Plan across the organisation to improve the sustainability of its communities, protect the environment and combat climate change.
- be the operational lead for the Sustainability Team, to ensure delivery of all aspects of the Sustainability Action Plan and related energy/decarbonisation/climate change programmes, developing, controlling and monitoring the day-to-day progress of all programmes and projects under the influence of the Sustainability Team;
- monitor the organisation's progress against key objectives contained within the Business Strategy and Sustainability Plan, including EPC band C by 2030 and net zero carbon operations by 2030, as well as compliance with regulatory/legislative standards/targets;
- work with teams across the organisation to ensure that all sustainability and energy projects/programmes are being undertaken in a regulatory and financially compliant manner, meeting all grant funding compliance requirements where applicable;
- lead a team of subject matter experts in providing technical/specialist sustainability, energy and climate change expertise to teams across the organisation; and
- deliver a high quality, collaborative and customer focussed service that will enable WDH to meet regulatory standards and the needs of all internal and external stakeholders.

The Bigger Picture

You will:

- manage the team to effectively create and deliver large scale programmes of works to support energy capital programme budget and achievement of corporate targets relating to domestic energy efficiency such as EPC band C by 2030;
- develop and deliver programmes to ensure that the organisation is at the forefront of efforts to combat climate change, in particular through the target to achieve net zero carbon operations by 2030;
- manage a team of retrofit/energy assessors to ensure that energy performance certificates (EPCs) are undertaken and available where required to establish programmes of work, for

void properties to enable properties to be let in a timely manner, and understand/evaluate performance improvements;

- ensure efficient and effective management of the corporate utilities contracts, worth in excess of £1.5m;
- have responsibility for utilisation and procurement activity associated with the Sustainability service development budget; the drawing down of large sums of external grant funding and have significant input into the expenditure of capital programme budget through development of domestic energy efficiency and renewable energy projects;
- be responsible for contract management of contractors/suppliers delivering sustainability and climate change related services;
- ensure that information relating to the Sustainability Plan and Action Plan is collated accurately and reported in accordance with internal and external deadlines and standards;
- lead delivery of plans to embed sustainability principles and raise awareness of the climate change agenda across the organisation;
- through management contribute to the development and implementation of relevant policies, management plans, operational/service improvement plans, key performance indicators and relative initiatives, ensuring delivery to budget, relevant targets/key milestones and contributing to the delivery of the aims/objectives of the Business Strategy and Sustainability Plan, Action Plan and Policy;
- maintain an in-depth and current knowledge of all relevant legislation (including planned updates) and best practice relating to all areas of sustainability, energy and climate change, to provide specialist technical support and compliance/regulatory standards, ensuring compliance with all relevant legislative, regulatory, and health, safety and environment requirements.
- research best practice both inside and outside the sustainability and climate change sectors and identify opportunities to develop, enhance and continuously improve the service;
- provide expert advice and produce timely reports to support the Assets and Sustainability Manager and Service Director – Assets, management teams and project teams on matters relating to your service area;
- deliver and embed a performance culture across the teams, in collaboration with other managers, ensuring a framework is in place and maintained to measure, monitor and report on performance and risk; and
- undertake any other duties commensurate with the overall purpose of the job and the grade.

The Day to Day

You will:

- effectively lead and manage all operational aspects of the Sustainability Team, managing a team of subject matter experts to deliver a broad range of activities related to the sustainability, energy and climate change agendas;
- manage the timely delivery of energy scoping and data validation to inform property improvement works, including liaison with the Assets Team;
- work closely with colleagues to understand and develop the pipeline of projects related to energy performance improvements and the capital programme;

- ensure delivery of energy retrofit works programmes, effectively managing all external funding compliance requirements, with all internal and external stakeholders involved with the process meeting their requirements towards this goal;
- develop and lead on a comprehensive carbon reduction and resource efficiency programme across the organisation, through auditing, data analysis and evaluation, and engagement strategy, realising carbon savings and efficiencies for the organisation;
- by leading a team of subject matter experts, embed sustainability principles across all business areas, raising awareness, imparting knowledge/expertise and upskilling colleagues including through review of current work practices, procedures and policies;
- ensure that systems are in place to monitor and measure both funding compliance and the cash flow of funding income against forecast;
- ensure that systems are in place and working effectively such that all data and information required for sustainability, energy, environment and climate change are accurate, up to date and readily available for monitoring, evaluating and onward reporting;
- provide information to senior management -relating to sustainability to enable presentation of funding and performance information to corporate meetings;
- ensure that funding and performance reports are produced monthly for presentation to Sustainability Operational Group, other channels such as to senior teams, board, auditors and committees, as required, within set deadlines;
- manage contracts reporting to senior management on a regular basis defining performance;
- review and analyse data and information and provide comprehensive, technical advice, training and guidance to different teams and individuals across the organisation, to aid decision making and embed sustainability principles;
- keep up to date with legislation and best practice, and communicate this to senior managers as appropriate so that risk and compliance associated with sustainability and climate change is managed effectively;
- attend regular meetings with internal and external stakeholders, and develop strong partnerships and networks to progress the development and delivery of the Sustainability service;
- promote health and safety awareness to ensure safe working environments in accordance with the WDH health and safety policies and procedures and undertake risk assessments as required;
- deputise for senior managers in their absence; and
- be required to undertake duties at any location throughout and outside the district, dependent on the needs of service delivery.

Personal Contacts:

Internal: All employee teams, Service Directors, senior managers/business leaders, Board members, Neighbourhood Panels.

External: Wakefield Council, other local authorities, other registered providers, specialist consultants, energy suppliers, tenant and resident organisations, other partners, statutory, voluntary and outside agencies as appropriate.

The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post. WDH principles reflect behaviour patterns which distinguish highly effective performance in a role. There are nine behavioural indicators which are split into three principles; Determination, Nous and Attitude and these are often referred to as DNA.

Personal skill characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
Qualifications and Training			
A qualification at Level 6 of the Framework for Higher Education Qualification, such as a First Degree, Award, Certificate or Diploma at level 6 or equivalent or working towards	✓		AF/CQ
Associate IEMA membership or equivalent	✓		AF/CQ
PRINCE2 or similar project management qualification		✓	AF/CQ
Qualified Internal EMS Auditor or equivalent experience		✓	AF/CQ

Determination			
Leadership and line management experience, with the ability to motivate and encourage teams to achieve targets and deadlines	✓		AF/I
Substantial project management experience within the housing sector	✓		AF/I
Experience of successfully delivering large grant funded projects and claiming grants	✓		AF/I
Ability to prioritise own workload and work to deadlines without direct supervision	✓		AF/I

Nous			
Significant knowledge of sustainability, energy and climate change and measures to tackle these issues	✓		AF/I
Previous responsibility for managing multi million pound programmes and projects	✓		AF/I
Capable of delivering results to tight deadlines and under pressure	✓		AF/I
Excellent communication and negotiation skills, with the ability to use these skills effectively at all levels in the organisation	✓		AF/I
Decisive analytical and interpretation skills.		✓	AF/I

Attitude			
Excellent time management and organisational skills	✓		AF/I
A self-motivated, confident, independent, and effective decision maker	✓		AF/I
Able to deliver clear concise presentations – written and verbal at all levels of the organisation	✓		AF/I
Good ICT systems knowledge and analytical skills to identify system development and maximise any potential.	✓		AF/I
Able to demonstrate commitment to employee development		✓	AF/I

Additional Requirements of the Job			
The post holder may be required to work outside normal office hours on occasion.	✓		AF/I
Ability to undertake any travel in connection with the post as required by the business.	✓		AF/I

Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification