



Role Profile

Job Title:	Programme Manager (Climate Emergency and Environmental Strategy)
Grade:	HMG3
Department:	Customer Relations, Environment and Culture
Section:	Environment and Climate
Reports to:	Programme Director (Climate Emergency and Green Recovery)

PURPOSE OF ROLE:

The postholder will be responsible for managing and implementing the Climate Emergency Action Plan and the Environmental Strategy Programme.

Following the first phase of the Outcome-Based Review over the Summer 2020, we are resetting our Environmental ambitions and our drive to deliver a recovery that is green and transformative for our borough and residents, whilst also tackling Climate Change and mitigating the effects of these changes.

Reflecting our values and behaviours, the postholder will work to lead the delivery of these programmes by working across all departments, with Members, multiple services users, communities, multiple agencies and other stakeholders. Further, the post will lead the delivery of a suite of projects aligned to improving our residents local environment and improving local environmental quality such as improving air quality.

You will manage and support a team of specialist individuals. Your role will have significant opportunity to transform Hounslow's public realm, with the priority aim of delivering the Councils ambition to deliver a net zero borough by 2030.

The role is initially for a two-year fixed term, during which time it is critical these programmes are established and significantly delivered, especially considering the urgency around Climate Change and also given the focus on recovery from the Covid 19 Pandemic. This lead role presents an exciting opportunity for an ambitious individual capable of leading a complex programme of change to deliver the strategies and associated action plans.

You will manage significant budgets for high-profile projects including s106 and Community Infrastructure funding etc and you will also seek to bring additional investment into the borough through new means of funding.

KEY ACCOUNTABILITIES

1. To work effectively as part of the Council's Environment and Climate team, delivering corporate objectives detailed in the new corporate plan, through the work of the Customer Relations, Environment and Culture directorate.
2. You will lead the programme of work that delivers change, working collaboratively across the organisation and with our local partners to enthuse and take forward the ambitions the Council has set out in the borough Recovery Plan, Green Recovery Strategy, Climate Emergency Action Plan and the Greener Borough Framework.
3. To work as part of multi-disciplinary project teams to break down departmental barriers and ensure the delivery of transformational projects. This requires a collaborative leadership style, agile and lean programme management approaches that are engaging.
4. You will work with the Programme Director and others to establish an Exemplar in the Environmental Programmes field, developing agile ways of working that encourage collaborative working across teams and develop a 'Test and Learn' approach that allows each area of programme delivery to be socialised before it is launched.
5. You will help establish Hounslow as a lead in the Environment field and will network accordingly.
6. You will lead the delivery of a suite of demonstration projects that deliver real results and enable learning about how we secure positive system transformation and develop our wider portfolio of projects that contribute to meeting our borough outcomes.
7. You will work to deliver high quality analysis, deep insight and updates on progress against key milestones and targets. Evaluation is a critical factor and you will ensure the programmes can evidence impact.
8. To provide professional advice to Councillors and other officers on relevant areas of service delivery and strategy, ensuring compliance with the Council's standing orders.
9. Manage, lead, motivate and develop the team of staff, supplemented by temporary staff (consultants and volunteers) when required. This includes setting plans for team activities; monitoring performance against team and individual targets; conducting staff appraisals, coaching and staff development; interviewing and overseeing the selection of new team members
10. Support Portfolio holders and members in their leadership roles and provide high-level recommendations to members and senior management on complex and diverse issues and expertise, knowledge and advice to respective project boards.
11. Applying knowledge of the democratic process to create effective working relationships with councillors, to drive projects and to deliver improvements.
12. Establishing the requirements for professional skills, procedures and programme management, and legal, insurance and financial services
13. Work with Workstream Leads to ensure workstreams remain focused upon delivery against corporate and community ambitions. Where changes are made ensure these changes are systemised to ensure the changes take hold. Work with senior colleagues within the team and more broadly across the Council to support and deliver organisational change ensuring the appropriate systems of performance and

development, communications, equality measures, monitoring and review are in place.

14. The programmes are complex and cross cutting and therefore the above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager and are broadly within your grading level and competence

These are the values that drive us:

Lead with heart

We're here for the people of Hounslow. We work together with them and for them with care and compassion, with patience and in partnership. We put ourselves in other's shoes, remembering that every person is different, and every interaction is a real moment in their lives. We always feel first.

Do new

We need to do things differently if we're going to help Hounslow people thrive in the future. Hard work is important but it's not enough on its own. We need to challenge ourselves to break new ground, invent new approaches, try new ideas keep moving forward and keep improving. That means being ready to stop doing things we've done before. It means taking on risk and backing each other when we take a leap.

Pass on the power

The world keeps on changing and we need to change with it. We won't be able to adapt fast enough to the future needs of our residents if we stick to old fashioned command and control. We need to hand over responsibility and give people more power to make decisions and take action themselves. It's about being transparent and straightforward. It's about providing tools and support. But most of all, it's about being ready to trust each other to do the right thing.

Harness the mix

We work together, across disciplines and roles. We talk lots, share our insights, our skills and experience. We're not interested in siloes or defensiveness. We're always open to different approaches, we're flexible and ready to adapt. We break down the barriers between our parts and people to unlock the problem-solving power of our amazing mix of minds.

Be a rock

There's lots to do and people need us. It's up to us to take the initiative. To take responsibility. To stand up and be counted. Everyday. It's about being super focused, effective and efficient. It's about allocating our resources smartly and with good rationale – using data to help guide our decisions. But most of all, it's about having the strength and determination to keep on going through thick and thin.

SIGNATURES

Name of Line Manager:

Signed..... Dated.....

Name of Post holder:

Signed..... Dated.....

Employee Specification

The top 5 things about you that are most important:

We are looking for a capable individual with the enthusiasm, ambition and skills to help tackle the Climate Emergency and to help improve the environment in Hounslow. This is a position that will have great influence over delivering the innovative projects that feature as part of the programmes. With the innovation in mind, you may not be able to demonstrate that you have 'done this before', so we are looking for an individual who has the capability, understanding and potential to make our programmes a success.

You will be able to demonstrate as a leader in the environment field with a strong track record of delivering transformative environmental change.

You will bring very significant experience of business partnering, working within a complex environment of providers, with experience of working within complex organisations, bringing relevant skills and experience to the role.

You will be able to demonstrate best practice people management and development, identifying the very best strategic and operational people approaches. You'll have sound experience of developing excellent relationships with senior leaders and you can prove that you have delivered significant outcomes for residents and partners, through working in collaborative ways.

You've developed excellent performance management skills and with them can demonstrate a track record of sound project strategies and tactical solutions. You are committed to building knowledge within teams and exhibit strong experience of people management, partner management, projects and programme management, and creating development challenges and opportunities.

Qualifications:

You are qualified in an Environmental Science discipline (degree and or post graduate) or a relevant other environment discipline.

You are a qualified Programme Manager, familiar with MSP, Agile and other programme/project management methodologies or can evidence an equivalent level of experience and competence.

You also engage in continuous professional development.