Role profile

**City Sustainability Lead**

**Our values:**

**We are dedicated, respectful, collaborative. We are Milton Keynes City Council.**

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| **Service** | Economic Development |
| **Reports to** | Head of Economic Development |
| **Job family** | Professional and Technical |
| **Grade** | J |
| **Political restricted?** | N |
| **DBS required?** | N |
| **Date** | October 2024 |
| **JE Code** | JE2663 |

Key deliverables

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| **1** | Leading, delivering and implementing the refresh of the City Council’s Sustainability Strategy and its accompanying Action Plan. Working closely with the Councils Sustainability lead focussed on the City Council’s internal sustainability activity to deliver projects linked to the refreshed strategy and deliver on the City Council’s environmental targets. Monitoring and reporting on the Sustainability Action Plan and delivery of related projects. |
| **2** | Providing specialist sustainability advice to external partners and internal colleagues on sustainability issues, policy, and projects as required, including potential support to the planning team on planning applications. |
| **3** | Project management of all key city-wide projects focussed on improving the sustainability of the City of Milton Keynes. Responsible for the implementation of projects, including the coordination of core projects and management of progress, risk and budgets. Responsibility for realisation of associated business gain, and development of effective delivery plans and activities. |
| **4** | Partnership working - Building, nurturing and maintaining effective relationships with local, regional, and national partners to deliver on MKCC's strategic sustainability objectives. Representing the City Council and its aims at external meetings or organisations, regional meetings, conferences and other settings. |
| **5** | Leadership and management of the City Council’s Carbon Offset fund. Promoting the fund with the City, working with external stakeholders including public sector organisations and community groups to promote the fund. Assessments of applications, approval of bids and all related activity. |
| **6** | Promotion and management of relevant city facing sustainability schemes to Milton Keynes residents and businesses (e.g. Home Upgrade Grant). |
| **7** | Proactive scanning for funding opportunities, writing applications and bids to external bodies for funding to support the delivery of the Sustainability Strategy and Action Plan. |
| **8** | Active promotion of the City Council’s Sustainability Strategy, Action Plan, and sustainability projects and initiatives across the city including promotion through the website, social media, and newsletter channels, working with the City Council’s Communications team and Invest Milton Keynes colleagues. |
| **9** | Working with the Invest Milton Keynes team, encouraging inward investment and green jobs to locate within the City of Milton Keynes, and helping to develop the green economy. |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and city council wide needs*

**Essential requirements** Key skills, expertise, and qualifications

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| **1** | Educated to degree level or equivalent in a relevant field such as sustainability, environmental management or a related subject. Post graduate qualifications will be considered an added advantage. |
| **2** | Thorough understanding of sustainability, legislative requirements, funding structures and best practices. |
| **3** | Professional experience in a sustainability role or related area with expertise in sustainability strategies. |
| **4** | Excellent interpersonal and communication skills with a proven ability to effectively convey complex information to individuals at all levels in an accessible manner. Ability to represent the City Council at national/international events and at partner meetings to achieve the Council’s aims. |
| **5** | Experience of engaging a wide range of stakeholders, including external organisations, on the sustainability agenda, using a range of communications tools including web, social media and newsletter tools. |
| **6** | Experience writing bids and submissions for relevant grant funding opportunities. Understanding of budget management including responsibility for financial planning. |
| **7** | Evidence of up-to-date knowledge of relevant professional developments and a demonstrable willingness to continue professional development in the field of Sustainability. |

Job family

**Professional and Technical (Grade J)**

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| **Colleague expectations**   * Be professional at all times * Work together for the good of the team, city council and local people * Promote a supportive culture * Challenge assumptions * Take ownership * Be willing to change and do things differently * Always work in a safe manner | **Manager expectations**   * Be a role model by displaying positive behaviours at all times * Make well-considered decisions * Support, coach and communicate with my team * Be accountable for my team’s performance |

Professional and Technical job holders rely upon their deep knowledge of the specialism or discipline in which they work to carry out vital tasks and provide authoritative advice to others. Often developing within recognised career paths, their evolving expertise sees them bear increasing responsibility for managing city council assets, the development of policies and procedures and the strategic direction of the functions they support.

This element of the profile, taken from the job family descriptor for this grade, provides a general understanding of the level of work and demands required.

**Role characteristics**

At this level job holders usually report to a Head of Service and are responsible for the development and implementation of strategy relating to a whole function within that service. Posts carry significant responsibilities for finance and a range of other non-financial assets and job holders will make autonomous decisions and lead the management of change throughout their functional area.

**The knowledge and skills required**

The advanced theoretical knowledge required to make appropriate judgements and decisions at this level is augmented by ongoing professional development and awareness of external legislative and societal change. Also, by a deeper understanding of the city council operational structures which both support and depend upon the job holder’s actions and advice. Roles will be professional experts, providing guidance to those in earlier career stages.

**Thinking, planning and communication**

Job holders will use their professional expertise to deal with complex, pressing issues on a day to day basis, but will also look well ahead and take a more strategic view of their project and service delivery objectives, shaping their teams’ composition, approach and operating procedures in accordance with wider service goals mandated by service management.

The information exchanged at this level will be routinely complex and even contentious in nature. Job holders will, however, have additional demands placed upon them by the need to persuade others to adopt courses of action they may not otherwise wish to take, based on evidence-based and reasoned argument. This will occur in written interactions but can also be the case in face-to-face verbal exchanges where job holders will advocate a position in response to opposing opinion in a formal or informal setting.

**Decision making and innovation**

The limitations to job holders’ decision making will be only the broad policy and practice guidelines that exist at both a corporate and even national/professional level. At this level of autonomy, job holders will be the final arbiter of many escalated technical and professional disputes and problems. They will probably report to a Head of Service and will devise and implement strategic plans in relation to their specific functional area.

**Areas of responsibility**

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

External facing roles will focus on the needs of people, whether external service users or partners and will be responsible for critical day to day decisions with legal and reputational dimensions. Job holders will make a major contribution to the development of policy and functional procedures. Job holders will also lead the implementation of appropriate programmes on behalf of large groups of people.

Such roles are likely to have at least two other elevated levels of responsibility for such elements as finance (substantial budget management), information assets (statutory corporate databases and council-wide applications) or premises (of very high value and operational importance).

Internal facing roles are likely to have this pattern reversed, with the weightiest responsibility for very high value or significant financial and non-financial assets including policy development, but somewhat less accountability for the assessment of group needs. Roles will have full line management responsibility over a number of teams with differing functional specialties and employee profiles.

**Impacts and demands**

Tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

The combination of both tactical and strategic matters that job holders deal with means that roles are inherently very complex, demanding of particularly lengthy periods of concentrated mental attention while also managing very high levels of work.

Duties of jobs at this level will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Many Professional and Technical job holders find themselves exposed to some disagreeable, unpleasant or hazardous working conditions. Particularly when the needs of their specialism require them to work on external sites exposed to the weather, in or around refuse and waste plant, close to particularly noisy machinery and in similar environments.

Other jobs, such as enforcement roles, may also see job holders exposed to verbal abuse and threatening environments. In all cases, job holders will minimise risk and conform to health and safety regulations to mitigate any negative effects of such exposure.