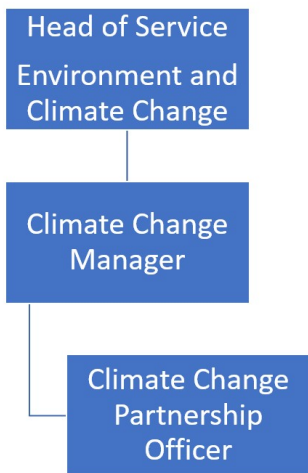


**Job Description**

<b>Department:</b>	Place and Economy
<b>Division/Section:</b>	Environment and Climate Change
<b>Job Title:</b>	Climate Change Partnership Officer
<b>Post No:</b>	015239
<b>Grade:</b>	10
<b>Reports to:</b>	Climate Change Manager
<b>Organisation Chart:</b>  <b>Show immediate manager and any jobs reporting to this post.</b>	 <pre> graph TD     A[Head of Service Environment and Climate Change] --- B[Climate Change Manager]     B --- C[Climate Change Partnership Officer]             </pre>
<b>DBS Check applicable?</b>	None <input type="checkbox"/>
	<b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b>  Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Line Management responsibility for:</b>	No. of direct reports: None No. of indirect reports: None
<b>Size of budget:</b>	£0

<p><b>Job Purpose:</b></p>	<p>Peterborough City Council has declared a climate emergency and committed to become a net zero organisation by 2030 and to support Peterborough to become a net zero city.</p> <p>Peterborough has a Local Area Energy Plan, outlining the activities needed to be delivered across the city to enable Peterborough to become a net zero city. The council now needs to develop viable delivery plans to ensure that the outlined projects can be realised.</p> <p>Peterborough City Council leads the Peterborough Accelerated Net Zero (PANZ) project, a £3.2m project, funded by Innovate UK. The PANZ project will develop IT tools, and the supporting decision-making framework, to assist councils to identify, manage and deliver portfolios of decarbonisation projects. The tools will utilise social, demographic and economic data to tailor delivery plans and associated financial mechanisms and engagement strategies to each project.</p> <p>The project will conduct research into engagement and finance mechanisms and apply these to two demonstrator projects (expansion of a district heat network and installation of heat pumps in rural homes). Significant stakeholder and community engagement will be held to support this. The tool will also enable projects to be prioritised based on the delivery of decarbonisation and other co-benefits as selected by the council and facilitate the management of portfolios of projects. It is expected that the tool will result in the development of multiple business cases for city-wide projects for the council to pursue, that will accelerate decarbonisation in Peterborough.</p> <p>The successful candidate will join an innovative Climate Change team, supported by strong collaborating partners. They will have the opportunity to shape the development of the project and help enhance the future decarbonisation of the city.</p> <p>The successful candidate will project manage the PANZ project, leading the project to success.</p>

### Main Duties and Responsibilities:

1. To project manage the Peterborough Accelerated Net Zero (PANZ) project. This will include developing the project framework, monitoring deliverables, budget, resources, risks and issues, and adhering to strong project management processes to ensure the overall success of PANZ.
2. To guide the development of the PANZ project to ensure it meets project aims, council objectives and stakeholder needs through providing insight on council operations and local needs, gained through engagement with internal and external stakeholders.
3. To lead on the development of an approach to integrate the PANZ solution into council operations. This will involve exploring governance models and processes, to create a system which is able to make decisions upon Net Zero project selection and delivery.
4. To develop a stakeholder engagement plan and establish and maintain stakeholder groups to facilitate productive engagement to gather and share insight to inform project development. This will include communicating in a variety of ways both in writing and in person and organising productive and engaging meetings that drive forward the project whilst also producing administrative tasks including agendas and meeting outputs for use by partner organisations.
5. To develop strong and effective relationships with all consortium members in order to co-design solutions and/or project products, with the ability to adapt plans or change course to ensure buy-in is maintained and outputs are achieved.
6. To use strong interpersonal and project management skills to manage the complex project with multiple stakeholders and partners.
7. To develop and maintain strong relationships, working in partnership with Council colleagues, elected representatives, consortium partners, stakeholders, members of the Net Zero Living cohort and Innovate UK representatives.
8. To co-ordinate project meetings and workshops, including regular project review, risk management, Steering Committee, stakeholder engagement and subject specific meetings. This will include setting agendas, collating minutes and actions, and chairing meetings when required.
9. To prepare for quarterly project monitoring meetings, through collating and presenting updates on project progress, spend, budget and risk management. To prepare the spend profile for the upcoming period, and to coordinate with the Monitoring Officer for any additional requirements.
10. To attend Innovate UK's Net Zero Living cohort events to share best practice and develop thinking to aid project development, both online and in-person.
11. To maintain the project's exploitation plan, which details how the consortium plan to share and/or commercialise the resulting products. To lead the development of an insights dissemination plan to other interested stakeholders.
12. To evaluate the outcomes of the project through a robust performance management process. To lead an evaluation of the PANZ solution to test its suitability for use by the council in aiding decision making. To maintain accurate records for reporting and audit purposes.

13. To be the lead contact for project queries, which may include those from Innovate UK, or its associated cohort, other local authorities or local community groups or businesses.
14. To develop a project communications strategy and coordinate its delivery, which may include press releases, reports and/or publications of research.
15. To keep abreast of opportunities (including funding opportunities) that may benefit the project or the Council's climate work.
16. To lead procurement exercises and oversee the performance of suppliers for the delivery of the PANZ project.
17. To lead the creation of training materials to ensure that other users can navigate the PANZ solution and associated tools.
18. To assist in interpreting and sharing complex information to support communication with a wide range of stakeholders. This may include writing reports and delivering presentations including those for public meetings such as Council or Cabinet meetings or for those with local stakeholders and community groups.
19. To work in partnership with other agencies and organisations to deliver shared objectives relevant to the service.
20. To work flexibly, including attending evening and weekend meetings as required and arranging work patterns accordingly to meet the needs and demands of the service.
21. To promote good communication and customer care at all times. To ensure that an efficient, equitable and sensible service is provided to customers at all times in line with the Council's Performance Plan.
22. To ensure that the key objectives of quality of service, value for money, accessibility and user friendliness are taken into account in all dealings with the Council's customers.
23. To assist the council in fulfilling any contract to provide a service to any other council by undertaking duties and responsibilities appropriate to this post.

<p><b>Generic Responsibilities:</b></p>	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health &amp; Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
<p><b>Flexibility Clause:</b></p>	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>
<p><b>Variation Clause:</b></p>	<p>This is a description of the job as it is constituted at the date shown. It is</p>

	<p>the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>
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<b>DATE:</b>		<b>COMPLETED BY:</b>	Hannah Swinburne
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