

**ROYAL BOROUGH OF GREENWICH**

**JOB DESCRIPTION**

**DEPARTMENT** Directorate of Communities, Environment and Skills  
**POSTHOLDER**

**SECTION - Transport**

**GRADE PO9**

**POST DESIGNATION** Head of Sustainability

Purpose of Job:

To be responsible to .... Assistant Director of Transportation and Sustainability

i) To lead on the councils Carbon Neutral Plan and deliver the target of becoming net-zero by 2030.

ii) Lead on delivery of key projects that support the overall objectives of the carbon neutral plan, lead on emerging council climate change policies and co-ordinate actions and activities that deliver the 2030 target.

iii) Act as a key ambassador for the council on Climate Change, to represent the council at regional and national level and position the council to take advantage of future funding rounds.

Manages upto .....4 directly managed staff.

Manages upto ..... 20 staff indirectly managed consultancy/contracting staff.

Main Duties:

- 1) Programme delivery, responsible for the delivery of multi-million-pound funding streams. Delivering decarbonisation projects which include heat networks, energy retrofit and actions in the carbon neutral plan.
- 2) To lead on the delivery of the actions in the carbon neutral plan, co-ordinate across all council directorates, track, monitor and report on the council's progress.
- 3) Project delivery, identify funding streams that will support the delivery of the council's decarbonisation plan. Lead on specialist procurement and identify and report on key financial risks.
- 4) Manage external stakeholders and lead consultants in key elements of project delivery.
- 5) Policy and strategy, deliver council policy and strategy on climate change and sustainability. Set policy and strategy objectives and represent the council regionally and nationally on matters of climate change.

- 6) Provide expert commentary on sustainability and Greener Greenwich issues in relation to the Carbon Neutral Plan.
- 7) Oversee and provide comments to planning applications as well as input to strategic developments.
- 8) Provide leadership and oversight of all public engagement exercises and consultations relating to Climate Change.
- 9) External funding, maximise inward investment by identifying funding opportunities
- 10) Financial reporting, report against and manage the carbon neutral budget, report on carbon off-setting budget and allocate projects to deliver the carbon savings.
- 11) Analysis and interpretation of all data from a variety of sources, including government, and translate into effective and actionable information for all levels in the organisation including the Greenwich Management Team. Cabinet and Members
- 12) Deputise for the Assistant Director of Transportation and Sustainability
- 13) Allocate work, agree targets, monitor, and implement training programmes and generally develop and motivate staff to perform effectively.
- 14) To manage and oversee all budgetary control and monitoring and reporting in line with the council's systems and requirements.
- 15) Represent the council and Directorate at sub-regional and national meetings, provide briefings and support lead members, Directors, Chief Executive on key climate change actions.
- 16) Borough wide responsibility, delivering, monitoring, and reporting on actions within the carbon neutral plan. Providing evidence for annual reporting against the 2030 target.

Designation of the Post to which the Post-Holder normally reports to: Assistant Director of Transportation and Sustainability