

Kent County Council

Job Description: *Sustainable Buildings and Energy Team Leader*

Directorate:	Growth, Environment and Transport
Unit/Section:	Environment and Circular Economy
Grade:	KR11
Responsible to:	Energy and Climate Change Manager

Purpose of the Job:

Support the implementation of Kent County Council's Environment agenda, focusing on the Net Zero 2030 action plan and the broader Kent Net Zero by 2050 targets, underpinned by the Kent Environment Strategy and the Kent and Medway Energy and Low Emissions Strategy.

Using a project management framework, develop, deliver, monitor, and review activities related to building decarbonisation, renewable energy, and sustainable infrastructure projects. Ensure a coordinated and effective approach to achieving operational Net Zero by 2030 and long-term sustainability goals.

Provide specialist advice, support, and expertise to internal stakeholders and external partners to ensure project implementation is targeted, coordinated, and delivers best value for money in line with budgets and timescales. Support the creation of external funding bids to enable necessary actions. Additionally, focus on delivering carbon dioxide emissions reductions to meet both corporate and county-wide sustainability and climate change targets, while also providing a long-term income to Kent County Council.

Main Duties and Responsibilities:

- Support and manage a range of building decarbonisation, renewable energy, and low carbon projects across the Council's estate and within a partnership context at all stages of the project cycle, including pre-assessment, business case development, project initiation, planning, management of project dependencies, development of sustainability plans, assisting in project closure, and compiling lessons learned reports. Provide expert advice to ensure effective project implementation and resolve complex problems and sensitive issues.
- Lead and develop the Sustainable Building and Energy team, overseeing their work plans and priorities to ensure that services are proactively and collaboratively delivered on behalf of the Council and relevant partners. Manage the team and internal stakeholders across the business to ensure service performance and budgets are met and that sustainability is at the heart of decision making.
- Contribute to the development of a domestic retrofit plan and associated project delivery for the County through membership of the Strategic Domestic Retrofit Group, ensuring that KCC's input and influence in this area of work is representative of its overall strategic role. Make complex decisions that have wider business impacts.
- Progress the implementation and subsequent monitoring and review of the Building Standards, ensuring that changes in legislative requirements and best practices are recognised in the decarbonisation of KCC's estate and operations. Understand internal policy and external influences to guide these efforts.
- Monitor and evaluate the progress of projects, identifying any scope for improvement or any problems or constraints as determined by legislation, national and local policy, and initiatives, in order to develop project proposals and business cases that support agreed and changing objectives.

- Monitor and undertake any relevant commissioning activity, as agreed with senior managers, to ensure that overall project objectives are met. Develop and implement contingency plans to ensure that any services affected by the project can continue to be provided if the original plan does not meet particular timescales.
- Maintain regular and effective communication with stakeholders, including providing recommendations and reports on projects to ensure informed decision-making. Manage relationships with internal and external stakeholders across the business and promote the project within KCC and across partnership organisations at both operational and strategic levels to ensure full user and stakeholder participation in the development of appropriate initiatives.
- Develop specialist knowledge of project management techniques, relevant services, and initiatives related to the projects to enable informed decision-making throughout the various stages of the project and to ensure effective briefing to all stakeholders.
- Provide support to the Programme Manager/Project Sponsor in the planning and monitoring of project budgets to ensure tight financial control and the effective use of resources, including supporting bids for external funding where appropriate.
- Develop, maintain, and analyse monitoring and audit information for all stages of the project to ensure that all relevant standards are met. Resolve complex problems and sensitive issues as they arise.
- Carry out any other duties as might be required commensurate with the responsibility and grading of the post.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: *Sustainable Buildings and Energy Team Leader*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• NVQ 4/5 level qualification in relevant field or equivalent knowledge/professional experience• A recognised Project Management qualification or willingness to work towards one
EXPERIENCE	<ul style="list-style-type: none">• Substantial Project Management experience in a relevant field• Experience of joint working and working with partnerships at a local, regional or national level• Managing budgets and forecasting• Leading and developing a multi-disciplinary team• Direct experience of work involving analysis or review in a range of settings, including the development of business cases and funding bids• Previous experience of presenting reports and participating in meetings with elected Members and Senior Officers• Implementing building decarbonisation or sustainable infrastructure projects or pilots• Implementing energy, water and renewable energy projects• Supporting, managing and developing staff in a team leader capacity
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent communication skills (both verbal and written) to communicate with people at all levels• Excellent presentation and negotiation skills• Ability to think creatively and strategically• Ability to manage and deliver change appropriately• Ability to resolve complex problems and sensitive issues• Ability to develop and maintain relationships across organisational and professional boundaries and to work collaboratively with varied stakeholders• Ability to analyse and interpret complex data• Ability to write and develop business cases and funding bids• High level of political and organisational skills• Ability to challenge accepted ways of working• Excellent organisational and co-ordination skills• Ability to meet strict deadlines and targets• Ability to effectively plan and implement projects• Project initiation, implementation and evaluation skills

<p>KNOWLEDGE</p>	<ul style="list-style-type: none"> • Good understanding of sustainable building design principles and practises • Awareness of national legislation and good practice in sustainability, retrofit and infrastructure • Good understanding of project management • Awareness of Data Protection and confidentiality issues • Knowledge and interest in the latest low carbon, decarbonisation and sustainable infrastructure technologies
<p>KENT VALUES AND CULTURAL ATTRIBUTES</p>	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks Curious - constantly learning and evolving Compassionate and Inclusive - compassionate, understanding and respectful to all Working Together - building and delivering for the best interests of Kent Empowering - our people take accountability for their decisions and actions Externally Focused - residents, families and communities at the heart of decision making</p>