**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | Environment Strategy Project Manager |
| **Job Reference** | 17963 |
| **Grade and Salary** | 6 - £39,513-£45,595 per annum (pro rata for part time)This role includes performance related pay progression |
| **Service and Team** | Waste and Environment – Environment Strategy Team |
| **Location** | Endeavour House, 8 Russell Road, Ipswich, IP1 2BX – On-site |
| **Hours per week** | 37 |
| **Status** | **Fixed Term or Secondment** to 31 March 2026 (funding) |
| This role may offer the following flexible working options | * *Working part time hours (eg different hours/days to those advertised)*
* *Job sharing*
* *Working compressed hours (eg a nine-day fortnight)*
* *Term time working (including partial term-time working)*
* *Use of flexitime / time off in lieu*
* *Hybrid working options, including some home working*
* *Working from different Council buildings*
* *Working adjusted core hours (eg starting later and finishing later or other patterns)*
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| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

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| **Main purpose of the job** |

Delivering projects to implement the County Council’s response to the declaration of a Climate Emergency and target to achieve net zero emissions by 2030. Working within a small group of Environment Strategy Officers and liaising with teams from across the County Council to progress existing and new projects aimed at decarbonising Suffolk’s transport emissions.

Work collaboratively with public sector partners to identify opportunities, bid for funding and deliver projects to support businesses and communities work towards the decarbonisation of transport in Suffolk, as outlined in the Suffolk Climate Emergency Plan.

A particular focus of this role is on the effective engagement of Suffolk’s residents with our Local Electric Vehicle Infrastructure (LEVI) funded schemes, which will see thousands of on-street public EV chargepoints delivered across the county, and on the further development and evolution of project ideas to support Suffolk’s taxi and private hire sector transition to electric vehicles.

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| **About the team**  |

The Environment Strategy Team, a dynamic group of professionals committed to supporting the delivery of Suffolk County Councils target of net zero emissions for its own operations and services by 2030. Also, enabling projects to support carbon reduction within individual homes, communities and businesses, supporting Suffolk’s transition to a low carbon economy.

The team works flexibly in order to support a healthy work life balance and embraces remote working where this improves efficiency in the delivery of our shared objectives.

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| **What you will be expected to deliver in the role** |

1. Effective delivery of ongoing projects to support Council’s target of net zero emissions, with particular emphasis on promoting behaviour change, leading on communication and engagement.
2. To engage and maintain a network of internal and external stakeholders in order to develop and implement projects.
3. Identify sources of external funding and support successful bids to support the work of the Council.
4. To support effective performance management for projects, reporting key indicators on a timely basis.
5. Use up to date research, national policy and legislation to promote improved local policy and ways of working.
6. Manage project budgets and ensure effective expenditure.

Although this list provides examples of what you will be doing it’s not intended to be exhaustive, and you will have personal objectives linked to our Plans and Strategies that will be discussed and agreed with your line manager when you start.

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| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. Appropriate degree or post-graduate qualification, or equivalent experience in a related area of work.
2. Evidence of Continuing Professional Development.
3. Membership of a relevant professional body (desirable).
4. An appropriate project management qualification or evidence that this is being undertaken (desirable).

**Values and personal qualities**

1. Demonstrates a passion for making a positive difference for Suffolk.
2. Shares our [WE ASPIRE](https://www.suffolk.gov.uk/jobs-and-careers/working-for-suffolk-county-council/our-weaspire-values/) Values and strives to lead by example in relation to these.
3. A strong commitment to fairness and Equality, Diversity and Inclusion (EDI).
4. Strives to continuously improve in everything they do, taking the initiative to learn and develop.
5. Brings creativity into their work through innovation and openness to change.
6. Collaborates well with others and offers assistance and support to colleagues.

**Specialist knowledge skills and experience**

1. A sound knowledge of environmental issues, including climate change, decarbonisation of transport and electric vehicle charging infrastructure.
2. Experience in managing high volumes of correspondence to and from the public, including handling communications from challenging individuals in a sensitive manner.
3. Good understanding of the legislation, guidance and related policies of the key agencies and organisations with responsibilities for climate change and electric vehicle charging infrastructure.
4. High level of creative and imaginative skills to communicate with residents on climate change and electric vehicle charging infrastructure developments.
5. Experience of managing events and campaigns to promote behaviour change and raise awareness of a particular topic, including managing websites, social media accounts and liaising with media organisations.
6. Able to effectively manage numerous projects, involving several stakeholders within deadlines and to budget.
7. Experience of writing project business cases and presenting complex original and innovative ideas in clear unambiguous terms and gain support of sceptical audiences.
8. Excellent presentation skills to convey project information to diverse groups of people.
9. Good written and verbal skills to convey information across a wide audience at all levels.

If you think you have what it takes to be successful in this role, even if you don’t meet all the criteria, please apply. We’d appreciate the opportunity to consider your application.

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| **Travel requirements** |

* **Frequent Travel Essential** - You will need to travel, so you must either hold a full, current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.

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| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.