

Technical Specialist (Tier 4)

Commissioner Energy and Environmental Management: Grade N

Directorate / Service	Resources Governance & Policy
Accountable to:	Tier 4a – Commissioning Lead Strategic Policy and Performance
Accountable for:	Contributory responsibility from to £ 15m
Politically restricted post	TBC

Context

You will play an active role as part working with Delivery Leads or Lead Commissioners to deliver our organisational outcomes.

As the Corporate Officer responsible for Energy and Environmental Management, you will provide a high level of expertise in your professional discipline. You will design and shape solutions to achieve the service delivery plans or commissioning intentions. You will ensure Warwickshire County Council has a robust environmental management system which addresses all its statutory and compliance obligations and to minimise the adverse effects of the County's activities on the environment. In addition you will shape how the Council responds to new and emerging environmental/energy challenges and opportunities.

To undertake the lead role you will need to manage the Energy and Environment team providing leadership, specialist advice, knowledge and guidance to all officers of Warwickshire County Council concerning issues relating to energy and environmental management.

You will develop and maintain good working relationships with our range of key stakeholders including statutory partners, service providers, voluntary section and customers.

Specific role assignment (example)

Subject Area responsibilities	<p>Develop and Maintain WCC's Policy and Strategy for environmental and energy management.</p> <p>Develop and maintain an up to date register of environmental and energy legislation and guidance pertinent to the authority's activities and estate.</p> <p>Management of Energy team ensuring delivery against roles and responsibilities.</p> <p>Provide advice, guidance and instruction relating to the Statutory duties and legal requirements across the authority.</p> <p>Lead the team in identifying, managing and ultimately delivering initiatives to support the Councils Climate Change Emergency and Zero Carbon targets</p>
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	<p>Manage and monitor a certified Environmental and Energy Management System such as ISO14001.</p> <p>Develop, manage and maintain a risk register, identify controls to manage and (where practicable and feasible) reduce the Authority's significant environmental/energy risks, providing guidance in the implementation of such controls where required.</p> <p>Manage and maintain an effective environmental internal auditor team from officers within WCC.</p> <p>Manage the procurement of an accredited third party external verification service.</p> <p>Develop and allocate a work programme for the Waste Projects Officer ensuring work is delivered in accordance with the agreed timescales.</p> <p>Provide training and instruction to all staff, and where applicable others working on behalf of the organisation, regarding environmental management procedures relevant to their roles.</p> <p>Collect, analyse and report data annually in line with Government requirements and requests</p> <p>Undertake and a manage the team to deliver specific project work, participating in corporate working groups, including responding, both verbally and in writing to queries from elected members, senior management and statutory bodies to continually improve the Environmental Management System.</p> <p>Liaise with external bodies regarding environmental consents and permits relating to the Authority's activities.</p> <p>Maintain awareness of current and developing trends (statutory or otherwise) in the functions under the post-holder's control to ensure the implementation of such matters into the business planning and environmental performance management framework</p> <p>Develop training plans for the team ensure all statutory regulations are maintained.</p>
<p>Statutory responsibilities (if applicable)</p>	<p>See above</p>
<p>Specific experience</p>	<p>Substantial experience of working at a management level in Environmental and Energy environment</p> <p>Comprehensive knowledge of relevant legislation and policy</p> <p>Evidence and experience of leading successful projects</p> <p>Ability to deliver a commercial approach to service delivery</p> <p>Experience of successful stakeholder management</p> <p>Experience of working in a relevant specialism</p> <p>Experience of writing business cases, proposals and formal reports</p> <p>Experience of procurement and contract management</p>

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Specific qualifications/and registration	Professionally registered with IEMA, NEBOSH and ISO14001
FTE responsibility (line management)	Energy Team x 3
Key stakeholder relationships	Energy and Environmental Teams, Property Delivery, Strategy and Commissioning all SD's and AD's

Generic capabilities of the role

Generic Capability	Descriptor
Strategic thinking & planning	<ul style="list-style-type: none"> • Identification and design of solutions to meet business requirements for the service(s) • Contribute to short term (1 year) strategies and plans to meet demand for the service(s) • Use of insight, best practice and research to achieve service outcomes

- Contribute to the commissioning intentions, key business measures and plans based on demand for the short term (1 year)
- Contribute to the 1 year delivery plan in conjunction with the delivery teams
- Contribute to the development of policies
- Ensure that insight, best practices, market research and trends are considered in the commissioning intentions.
- Create, identify and respond to opportunities to support the delivery of organisational outcomes.
- Encourage the development of new solutions to meet future organisational needs.
- Understand, articulate and implement best practices related to area of expertise

Generic Capability	Descriptor
Innovation & change	<ul style="list-style-type: none"> • Focus on new ideas, improvement and innovation • Problem solver

- Undertake periodic review(s) of technical specialism to maintain market awareness, identify areas of improvement, emerging thinking, legislative / regulatory changes

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- Support the development of options appraisals to assess the most suitable means of achieving service outcomes.
- Solve complex technical problems effectively and quickly, via insightful diagnosis
- Shape long term solutions to meet service requirements
- Act as an agent and leader of change
- Demonstrate active engagement in improving organisational performance
- Provide expert advice to those engaged in activities where the technical specialism is applicable

Generic Capability	Descriptor
Influence & relationship management	<ul style="list-style-type: none"> ● Relationship development and management ● Influence and shapes the market ● Thought leader ● Collaborative working

- Develop and maintain professional networks
- Support the development of key partnerships
- Increase the expertise of others to apply specialist knowledge leading to increased organisational capability.
- Support the shaping and influencing of the market
- Support any required consultation activities

Generic Capability	Descriptor
Finance & commercial	<ul style="list-style-type: none"> ● Effective budget setting and monitoring ● Contract negotiation and commercial partnership management ● Quality monitoring and measurement ● Oversight of contract set up, establishment and ongoing monitoring

- Manage budgets in line with commissioning outcomes, including commercial and trading targets
- Take action where the performance of providers is unsatisfactory
- Ensure compliance to the specific statutory, compliance, contract, practice and performance frameworks
- Support the Delivery Manager in contract set up, establishment and management

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- Manage the decommissioning of contracts where applicable

WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

Our Values – The Warwickshire DNA



High performing



Collaborative



Customer focused



Accountable



Trustworthy

Our Behaviours



do what we say



move with purpose and energy



focus on solutions



help people and communities to find their own solutions



build strong working relationships



be the best we can be

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