

Job description and employee specification template

Job title:	Climate and Decarbonisation Manager	Location:	Municipal Offices & travel to other sites
Reports to:	Director of Finance & Assets	Working hours:	37 hours per week
Job number:	TBC	Salary grade:	
Supervises:	Responsibility for five officers in the Climate and Decarbonisation Team. This role provides oversight of the Council's work around energy, flood risk management and decarbonisation in line with the Corporate Plan 2023-27.		
Purpose:	<p>Cheltenham Borough Council own and manage some of the most significant buildings and structures in the town; with over 4,500 council homes, commercial, leisure, and municipal buildings, including listed buildings with histories spanning hundreds of years, swimming pools, war memorials and even a football stadium!</p> <p>The Council declared a Climate Emergency in 2019 and has made a commitment to be a net carbon zero council and borough. Our carbon reporting has identified our main area of improvement as our Scope One emissions and we are looking to focus on areas where we can decarbonisation our expansive and diverse property portfolio.</p> <p>You will work across the Council and more widely with key stakeholders to influence and secure progress. You will provide oversight of the delivery of our Climate Action Plan across the Council, whilst helping to create and deliver new initiatives to support delivery of our overarching goals.</p> <p>This role requires a proactive individual to be the strategic driving force behind achieving our mission, making lasting positive change by reducing emissions and influencing the actions of others across our town to do the same.</p> <p>We're investing in our team as much as we are in our properties, and we'll make sure you'll never stop learning and progressing here. Working with like-minded, equally passionate professionals, no two days are the same and each will bring its own challenges and its own opportunities.</p>		
Key duties and responsibilities:	<p>You will be responsible for overseeing the development, management and delivery of the Cheltenham Borough Council Climate Change Action Plan, co-ordinating and prioritising key action with colleagues from across the Council.</p> <p>You will encourage and facilitate carbon reduction across all aspects of the Council's land and buildings including our housing stock as well as our operational buildings, providing support and on technical issues relating to decarbonisation and renewable energy systems.</p> <p>You will lead on the production of the annual carbon reporting process, ensuring accurate data is used and interpreted to draw conclusions from the impact of any decarbonisation interventions implemented through the Action Plan.</p>		

	<p>You will identify and secure funding streams, and commercial opportunities to underpin successful delivery of our programme of climate projects.</p> <p>You will support the development of flood risk strategy and other adaption risks such as flooding and other adverse weather-related events.</p> <p>You will work with key partners, including the county's Strategic Climate Change Coordinator and other local authorities in Gloucestershire, to support and enable a coordinated approach to decarbonisation across the county.</p> <p>Develop and implement a Council's corporate energy and decarbonisation strategy, leading energy management across the Council's operational estate to reduce our emissions.</p> <p>You will develop and manage the climate and decarbonisation team to build their technical capability and support their professional development, keeping yourself and the section abreast of developments affecting the sector.</p>	
Essential requirements - qualifications, skills, abilities and experience:	<p>To be successful in this role our ideal candidate will have the following:</p> <p><u>Qualifications</u></p> <ul style="list-style-type: none"> • Engineering/technical based degree or equivalent technical knowledge and/or experience. • Evidence of continued training and professional development in a related field. <p><u>Experience</u></p> <ul style="list-style-type: none"> • Demonstrable understanding of carbon accounting, i.e. carbon footprinting and CO2 emissions. • Demonstrable experience of delivering energy saving technologies to reduce carbon emissions, including the retrofitting of housing stock. • Understanding of carbon metrics and measures. • Understanding of relevant UK regulatory regime and funding landscape. • Understanding of the Public Sector Procurement Regulations. • Experience of managing staff in a project delivery context. <p><u>Skills and abilities</u></p> <ul style="list-style-type: none"> • Ability to plan and prioritise workloads effectively to meet deadlines. • Act with integrity and have respect of all confidential matters. • Ensure a safe working environment and ensure that safe working practices are adopted by those you are working with, whether that be colleagues or contractors. • Political awareness and experience of working in a public sector environment. • Commercial acumen and experience of developing business cases and bringing them to fruition. 	
Date created:	14 May 2025	

Date reviewed:		
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Reviewed by:		