Project Manager (Climate Projects and Place)

Reference No:	A5157
Service:	Planning

Job Family:	Planning, Property & Assessors	Grade:	FC8

Purpose

The post holder will develop and implement climate related corporate advice and interventions to Fife Council and other external partners. The post will work to deliver projects and place-based interventions to support Fife Council's ambitions to tackle the Climate Emergency.

In particular, they will: develop and implement activities and strategic approaches; manage projects to deliver measurables outcomes; undertake reviews and research; and provide advice and performance reporting ensuring liaison and collaboration to deliver high quality customer-focussed services. This post will cover all aspects of climate change mitigation and climate adaptation making climate resilient places.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
	Educated to SCQF level 9, which includes a Degree or equivalent, ideally in an environment or relevant subject	✓	
	Associate or Full member of the relevant Professional Association (e.g. IEMA, CIWEM, CIWM)		✓
Managing and facilitating projects			
Develop, manage and deliver projects to meet Fife Council	Project management skills	✓	
	Project management qualification e.g., PRINCE2		✓

E = Essential Criteria   D = Desirable Criteria

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environmental priorities e.g. the Climate Fife Strategy and Action Plan. Including development of business cases, stakeholder engagement and seek funding.	Ability to provide a regular and effective service	✓	
Facilitate and support place-based and strategic projects in partnership with Fife Council and public sector partnerships e.g. facilitate Coastal Change Adaptation project.	Organisational skills Time management skills Leadership skills	✓ ✓	 ✓
Climate training, engagement and influencing			
Develop and deliver relevant training for staff, councillors, and partner organisations e.g., Climate Literacy to inform their practice and increase delivery of climate actions. Including ability to explain complex issues to a mixed audience and to assess training requirements and develop innovative methods for delivery e.g. how climate impacts will affect different stakeholders.	Experience of developing and delivering training packages Qualification/Training in "Train the Trainer" or similar Course Communication skills	✓ ✓	 ✓
Support Services to undertake environmental appraisals and assessments e.g. to integrate climate measures into their building and land proposals.	Knowledge and experience of environmental assessment or a qualification in environmental assessment eg EIA, SEA, ISO1400, CIWEM		✓
Place based climate action			
Support partners to develop and integrate climate action into local placed based strategic and practical work e.g., Local Community Plans, regeneration works and improvement projects. Including work with stakeholders, assess and identify opportunities for climate action.	Substantial experience of developing relationships and partnership working within the private or public sectors Knowledge and experience of local place-based platforms e.g., Local Community Plans and collaborative project delivery e.g. multi-group projects.	✓	 ✓
Provide ongoing strategic environmental support and guidance to Fife Council and community plan partnerships, boards and collaborative groups delivering change e.g. Addressing the Climate Emergency Board, the Leven Programme.	Knowledge of Local Authority governance and organisational management systems and processes e.g., Best Value		✓

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Role Profile

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Strategic research and performance			
Undertake research and audits to support delivery and assessment of projects and policy e.g., research new climate adaptation and mitigation techniques to assess suitability for Fife Council.	Experience of undertaking research, audits or assessments related to environmental topics	✓	
Provide reports, briefings and present written and oral evidence to members, senior management and external stakeholders to inform decisions on policy matters e.g., Committees, Fife Partnership, City Deal Board.	Knowledge of national environmental policies, legislation and issues related to Local Government Report writing skills	✓ ✓	
Provide a leading role in the development of service and corporate environmental strategies, policy, and implementation, with reference to climate change and waste, e.g., land use or Climate Impact Assessment.	Experience of development of corporate actions to implement and inform environmental strategies.	✓	
Prepare reports and briefs in response to new national environmental policy and consultations e.g., respond to Scottish Government consultations on new environmental legislation.	Experience of engaging with internal and external policy developers	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:	Expected Behaviours
 • Skills Framework (if applicable) • **How** we work matters 	Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.

Version: 1.4

Issue date: October 2023

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