

Carbon Neutral Roadmap - Programme and Implementation Manager

Department:	Strategic Policy, Performance and Population	
Division:	Strategy and Innovation - Sustainability and Foresight	
Reports to:	Head of Sustainability and Foresight	
JE Ref:	SPPP1036	
Grade:	CS12	JE Date: 28/07/2022

Job purpose

In April 2022 the States Assembly approved the landmark Carbon Neutral Roadmap and in doing so set out an ambitious path for carbon emission reductions for Jersey. The roadmap lays out a number of key policy interventions set to kick-start the decarbonisation of all aspects of Jersey's economy over the coming decades. These policies form the Carbon Neutral Programme.

The Programme and Implementation Manager will have a pivotal role at this exciting time in helping to deliver and develop the carbon neutral programme, driving forward the delivery of the key carbon reduction initiatives across the Island.

The post holder will report into the Head of Sustainability and Foresight. They will support the policy team within Sustainability and Foresight and have an opportunity to develop and influence the decarbonisation policies within the Carbon Neutral Roadmap to the point that they are ready for implementation.

They will be at the forefront of meeting Jersey's greenhouse gas emission targets through overseeing and reporting on the implementation of the Carbon Neutral projects and programmes, ensuring that they have the correct levels of governance and controls in place, and are delivered successfully, on time and within budget.

The role provides a unique opportunity for the right individual to transfer the programme management expertise they have, potentially from a different work sector, to a purposeful role that will deliver positive change for the Island and will make an invaluable contribution to tackling global climate change.

Job specific outcomes

- Lead a strategic programme across multiple departments, to develop and deliver the Carbon Neutral Roadmap implementation schedule for the Government of Jersey and the Island.
- Develop frameworks for Programme Management to ensure best practice standards are achieved.
- Ensure project metrics and performance are reported on as per agreed project management methods within the organisation, reporting to the Programme Board, Scrutiny panels, other groups and to the public as required, ensuring consistency in delivery across the Government of Jersey.

- Responsible for the management and monitoring of the programme budget, escalating any issues or investment risks to the Programme Board.
- Identify key areas of risk and manage expectations for the delivery of this major programme, escalating issues as early as possible to senior management to enable appropriate corrective action to be taken.
- Provide accurate and professional briefings, advice, guidance and documentation, and prepare Ministers effectively to respond to States Assembly questions, Scrutiny and Public Accounts Committee hearings, stakeholder meetings and the media. These activities will ensure Ministers are effective in progressing their government agenda and in responding to democratic scrutiny.
- Monitor policies during their implementation, gathering insight to enable continuous improvement and adherence to carbon reduction targets escalating areas of concern and recommending corrective action where necessary.
- Draft press releases, develop key messages, and deliver communications plans and strategies. On occasion, represent the government at meetings. Produce timely and accurate responses to complainants, comments and questions, altogether enhancing the transparency of the policy process.
- Develop the professional reputation and capability for direct reports and across the delivery team. Act as a role model at all times. Work collaboratively as part of Team Jersey on all strategy/policy/planning matters in order to deliver a learning culture focused upon improvement and high performance.
- Responsible for commissioning external advice and research to further develop policies and identify preferred delivery option

Statutory responsibilities

Active engagement, participation, and compliance with other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly support someone who is standing for election or playing a public part in any political manner.

Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Educated to degree level in a subject with a high level of analytical content, or is able to demonstrate such a level of equivalent	Holds a recognised programme or project management qualification (e.g. MSP, PRINCE2, AGILE, Lean, etc.) or equivalent experience.

	<p>qualifications and experience.</p>	<p>Evidence of continuing professional development.</p> <p>Evidence of clear understanding of policy development.</p>
Knowledge	<p>Sound knowledge of programme management methods and tools.</p> <p>Awareness of the strategic, legislative and political frameworks of the Government of Jersey and ability to operate within them.</p>	<p>Demonstrable knowledge of climate science and energy and carbon management.</p> <p>Working knowledge of corporate policies such as Data Protection, Freedom of Information, Financial Directions.</p>
Technical / Work-based Skills	<p>Skilled in control procedure and ensures that the project/ programme deliverables are completed within agreed cost, timescale, and resource budgets, and are signed off.</p> <p>Good presentation and communication skills to communicate complex, sensitive or contentious information.</p> <p>Excellent writing skills; ability to create documents, communications materials and supporting government publications which explain complex issues clearly and simply.</p> <p>Advanced working knowledge and proficiency in all Microsoft Office packages (e.g. word processing, spreadsheets, e-mail and internet use).</p>	<p>Good understanding of the political process and ability to influence and work effectively with politicians.</p>
General Skills/Attributes	<p>Excellent interpersonal skills.</p>	

	<p>Ability to build and manage effective stakeholder relationships.</p> <p>Ability to negotiate with partners for the supply of products and services, ensuring they are fit for purpose, conform to applicable standards, represent value for money and contractually meets organisational needs.</p> <p>Well organised; able to deal with multiple competing priorities and a high workload.</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Programme Management experience within an organisation of similar size and with similar budget and / or environmental policy experience.</p> <p>Organisational and change management experience in a programme/project delivery environment.</p>	
<p>Criteria relating to Safeguarding <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i></p>	N/A	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.