

Job Description

Job Title: Green Economy Lead	Service Area: Climate Action
Division: Resources	Job Number: 10025375 Job Evaluation Number: LBN542
Grade: SMR A	Date last updated: 12.06.2023 Date last evaluated: June 2023

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment and service with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

The Role

The role is part of Newham Council's commitment to driving a green transition across the borough, enabling a sustainable and resilient future for residents and communities through supporting economic development in a changing economy, and addressing the urgent challenge of climate change. Newham is a rapidly growing borough with a diverse and vibrant population and we understand the need to take bold steps working with Members, officers, businesses and residents to lead by example, help build knowledge and capacity, create the right economies and jobs for our communities and to address the urgent challenges posed by climate change.

A thriving green economy will be central to achieving our goals of creating better jobs for residents, reducing emissions and building a more equitable and prosperous future.

Newham Council has set ambitious targets to become a net zero-carbon council by 2030 and as a borough by 2045, and the Green Economy Lead will play a crucial role in helping to achieve these goals. As well as developing internal governance, processes and protocols to ensure the Council is meeting its net zero aspirations, this role will involve working closely and collaboratively with businesses and other stakeholders in the local community to develop and implement a programme to promote sustainable business practices, reduce greenhouse gas emissions, and create new economic opportunities in emerging green sectors. The programmes of work led by this role will enable the long-term system and cultural change within LBN and across the borough necessary for a meaningful transition towards a green economy.

This 24 month position is funded by Innovate UK's Fast Followers Programme¹ as part of LBN's Green Economy Transition programme to be developed collaboratively with the University of East London (UEL). The Green Economy Lead will work alongside UEL's Sustainability Research Institute, who will be leading a participatory research programme using mixed methods in behavioural psychology, to understand the non-technical barriers preventing Newham's businesses and residents from adopting sustainable practices, and then to collectively build and deliver a transition plan. The Green Economy Lead will help to shape the research and engagement programmes, and will develop appropriate policies, strategies and projects with and for diverse businesses and communities across Newham to respond to research findings and accelerate the growth of the green economy in Newham.

We are looking for an enthusiastic and dedicated individual with a strong background in sustainability, green finance, economic development and regeneration, sustainable design and urbanism, or a related field. The ideal candidate will have a proven track record of working with businesses, communities and other partners to drive positive change, and a deep understanding of the challenges and opportunities presented by the transition to a green economy.

Overall Purpose of Job

- To lead on the development and implementation of a Green Economy Transition programme which will inform and accelerate the Council's Climate Action Plan and help support and champion Newham's potential for transforming sustainable practices among the borough's

¹ <https://iuk.ktn-uk.org/news/fast-followers-accelerate-towards-net-zero/>

existing business community, as well as identifying and enabling new growth potential in emerging sectors as part of the green economy.

- This role forms part of a two year Innovate UK funded programme as part of the *Net Zero Living: Fast Followers²* programme. The candidate will participate in a peer network programme with other local authorities across the UK to help build capacity across the public sector in enabling and delivering net zero programmes, which includes mentoring, training and knowledge sharing
- To act as Newham's lead on all policy, projects and matters relating to the Green Economy, working closely with Community Wealth Building, Planning, Property and Procurement teams to provide insight, inform strategy and work collaboratively.

Job Context

1. The post holder reports to the Director of Climate Action, working closely with other departments, particularly Community Wealth Building and linking into the wider economic strategy.
2. The post holder will have line management responsibility for a team of up to 5 Officers.
3. The post holder will be responsible for overseeing the contract management and delivery of consultants and works contractors in connection with the Green Economy Transition programme, as well as the relationship with the University of East London as a key research partner in the programme.
4. The post holder will support the creation of the right conditions for businesses in Newham to adopt more sustainable practices and for the growth of emerging sectors as part of the green economy.
5. The post holder will develop appropriate internal governance and working groups to support the GE programme. This is likely to include: core project team involving LBN officers and UEL staff, a Delivery Board, with Senior Directors and Cabinet Members; an external steering group, including strategic partners and stakeholders.
6. The Officer will ensure GE governance is aligned with the Council's wider Net Zero action, and will attend the LBN Climate Emergency Taskforce as required, as well as monthly portfolio meetings with the Cabinet Member for Inclusive Economy and Climate Emergency, to enable input to programme direction alongside more formal Cabinet and CMT reporting.
7. The post holder will own and oversee the stakeholder Communications and Engagement Plan.
8. The post holder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements.
9. The post holder has specific Health and Safety responsibilities in respect of their own behaviour and conduct and how that affects others.
10. The post holder has specific budget management responsibilities in respect of the projects on which they work in excess of c£10m pa.

[Net Zero Living: Fast Followers - Innovate UK KTN \(ktn-uk.org\)](https://www.ktn-uk.org/)

Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. Work collaboratively with the research team at UEL to inform research proposals and implement research findings.
2. Develop and lead the 24 month GE Transition programme in line with Newham's Climate Action Plan and Innovate UK funding requirements. Develop an evaluation methodology and define key metrics to measure success of the programme.
3. Define, develop and manage internal and external Governance structures (e.g. delivery board, steering committee and champions) to create a shared vision, accountability and incentives, and improved decision-making processes.
4. Define, develop and deliver participatory methods to engage external partners and stakeholders (i.e. businesses and residents), building on UEL's research to explore and understand barriers to adoption of sustainable practices, to build a resilient local network of informed and engaged businesses and individuals, and to co-develop solutions and incentives to enable a transition to a Green Economy.
5. Inform and align the Council's understanding of and strategy for enabling the Green Economy as a key growth sector in Newham, ensuring that this is embedded as part of the overall economic strategy.
6. Embed and align Green Economy aspirations within Local Plan policy; work with Planning Officers to understand local context and inform future planning policy.
7. Develop Newham's procurement framework and policies to minimise carbon emissions through procured goods and services; support local businesses to develop necessary skills and processes to meet procurement requirements, and identify opportunities for them to benefit from the growth of the Green Economy in Newham. This could include identifying any supply chain opportunities for local businesses which are already working in this sector and working with the Council's Business and Enterprise team to develop a support package to help businesses to benefit from the opportunities in the Green Economy.
8. Support capacity building and upskilling to enable officers, residents and businesses to adopt green processes and embrace GE opportunities, utilising Fast Followers support on training design and delivery, e.g. through identifying key gaps in knowledge, identifying priorities for training and resources; developing training programmes.
9. Explore potential for sector-specific Green Economy catalyst hubs and identify potential delivery partners utilising Fast Followers access to technical expertise; develop proposals for (and if appropriate, deliver) a pilot project to seed and or support the local Green Economy.

10. Disseminate findings of the GE Transition programme internally, with project partners and with wider audience (e.g. other Local Authorities). At close of the 24 month programme prepare a report in line with Innovate UK funding requirements, and develop proposals for legacy / continuation of Green Economy programme
11. To develop and manage a network(s) of residents and partnerships with relevant education, industry and sector specific institutions, to support Newham's aspirations to become a leader in the Green Economy.
12. Oversee the communications and engagement strategy for this high profile programme, leading meetings with key stakeholders and partners ensuring key messages are delivered and overall support for the programme and its objectives.
13. Lead the procurement (including brief writing) for any goods or services required through the programme, including (e.g.) communications and marketing; training services; software.
14. Manage the budgets for and oversee delivery of the above goods or services.
15. Co-ordinate council departments involved in the programme.
16. Ensure plans are realistic in terms of cost and time.
17. Maintain effective systems, processes and procedures for collecting, analysing and sharing data, enabling more effective decision making and joint working in support of continuous improvements in service planning and delivery.
18. Prepare and present reports for Senior Managers, Mayor, Cabinet Member and Ward Councillors to facilitate and inform understanding and decision-making.
19. Comply with Standing Orders, financial regulations and statutory obligations and ensure service procurement, commissioning and delivery.

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p>EQUALITY AND DIVERSITY</p> <p>We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p> <p>PROTECTING OUR STAFF AND SERVICES</p> <p>Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to</p>	

understand and promote good Health and Safety practices and manage risks appropriately.

KNOWLEDGE:

You must be able to demonstrate the ability to work collaboratively and build relationships with a wide range of stakeholders, including engagement with communities at all levels, and co-production processes. You'll have deep experience of developing excellent relationships with senior leaders and you will be able to prove that you have delivered significant outcomes for residents and partners, through working in collaborative ways.

Programme development experience and strong programme management skills and project management techniques, with the ability to apply these skills proportionately while still maintaining grip on the overall programme

Experience in leading strategy and policy in a local government or similar context

Experience in innovative approaches and methods

Knowledge and/or experience in economic development and community wealth building

The ability to think strategically and appreciate interdependencies and connections with local and London policy

A confident communicator who is able to advocate for the Green Economy, encouraging businesses to adopt sustainable behaviours and identifying new market opportunities

Knowledge and/or experience in net zero carbon transition, and an understanding the principles which underpin a Green Economy and the local authority role in shaping the local economy to deliver a Just Transition.

An ability to work with Planning, Procurement, Regeneration, Property, Economic Regeneration colleagues and others to lead the development of Council protocols and strategies to support a transition to a Green Economy

Strong analytical and research skills with the ability to apply these skills to drive the development of the programme.

An understanding of, and demonstrable commitment to, London Borough of Newham's vision and core values

Application Form/Interview

<p>Awareness of public sector practice, the political environment and London Borough of Newham's diverse communities.</p>	
<p>EXPERIENCE & QUALIFICATIONS</p> <p>Relevant degree or equivalent relevant experience. Relevant professional qualification.</p>	
<ul style="list-style-type: none"> • Delivering significant programmes working with external stakeholders and communities programmes • Knowledge of how to formulate, capture and translate business requirements based on corporate priorities. • Substantial experience of the operational and developmental needs of a local authority or similar organisation in a related context. • In-depth knowledge of regeneration or economic development programmes within a public, private interface; • Developing effective innovative projects • Potential to manage procurement processes; • Managing others, including staff, consultants and other external advisors; • Conducting commercial negotiations; and, • Working in a multi-stakeholder environment and managing stakeholder expectations through community co-design and co-production processes. 	<p>Application Form/Interview</p>
<p>SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> • Leadership and staff management skills; • Presentation & negotiation skills; • Project management skills • Stakeholder management; • Communications (press/media) experience • Ability to communicate effectively and sensitively with residents and representatives from local businesses. • Ability to use initiative and analytical thinking in varying situations • Ability to problem solve and deliver effective solutions • Highly organised with good planning skills • Budget management • Report writing 	<p>Interview/Test</p>

PERSONAL STYLE AND BEHAVIOUR:

A track record of delivery and getting things done whilst empowering individuals and teams, valuing their contribution and resolving differences without conflict;
Articulate, pro-active, self-motivated, committed and enthusiastic;
Convincing in terms of a capacity to translate Green Economy aims into effective practical steps with credibility and influence;
Leads by example; inclusive rather than exclusive; prepared to share expertise, knowledge and skills.
Influential and corporate;
Creative with a forward-looking approach that maximises opportunities before they are lost;
High degree of probity and integrity; committed to the activities and actions of Newham; and,
Ability to motivate work teams to achieve high performing business objectives and work cooperatively and in collaboration with other stakeholders and colleagues.

Interview/Test

OTHER SPECIAL REQUIREMENTS:

Willingness and ability to work occasional evenings and weekends to maintain service delivery.

This post is not subject to a CRB check.

This post is exempt from The Rehabilitation of Offenders Act (1974).

Application Form/Interview

