

**ROCHDALE BOROUGH COUNCIL**  
**JOB DESCRIPTION**

**SERVICE:** CORPORATE SERVICES

**SECTION:** POLICY, PERFORMANCE AND IMPROVEMENT

**LOCATION:** NUMBER ONE RIVERSIDE (BASE)

**JOB TITLE:** CLIMATE CHANGE AND SUSTAINABILITY PROJECT  
MANAGER

**POST NUMBER:**

**Grade:** 10

**Accountable to:** Head of Corporate Policy

**Accountable for:** Sustainability, Climate Change, Projects, Service  
Improvement

**Hours of Duty:** 37

**Any Special Conditions  
of Service:** The Authority operates a Smoke Free Policy for all its  
employees and applies to any building and associated grounds  
within in the immediate vicinity of the building which is wholly  
owned, leased or operated and occupied by Rochdale Borough  
Council.

This post is not Politically Restricted in accordance with the  
current regulations

**The Council is committed to safeguarding and promoting the welfare of children, young  
people and vulnerable adults and expects staff to share this commitment.**

## **PURPOSE AND OBJECTIVES OF THE JOB**

The role will lead on improving sustainability and reducing the borough's carbon footprint to realise health, social, economic and environmental co benefits. A key task will be supporting the preparation, implementation and monitoring of an overarching sustainability and carbon reduction strategy for the borough of Rochdale as well as ensuring that the Council fulfils its obligations under the Greater Manchester Environmental Plan.

There will be a requirement to offer advice and guidance around climate change policy, standards and finance, therefore a good understanding of the policy agenda is essential. Researching good practice and utilising data and intelligence for baseline and scenario planning and facilitating carbon literacy will also form a significant part of the role.

Leading high quality sustainability and low carbon programmes and projects will ensure that the Council is a greener organisation and a place leader for a greener borough, meeting carbon neutrality targets by 2038. The role involves planning and delivering an ambitious climate change programme, ensuring the successful execution of transformation projects from inception to implementation, across different workstreams including transport, industry, energy, the natural environment, public estate and housing.

The postholder will develop a robust management framework to clearly track progress, taking accountability for the delivery of tangible results around carbon reduction and achievement of other international, national and regional priorities and targets.

Fostering strong and productive relationships across the Council, Greater Manchester Local Authorities and bodies, voluntary and community sector organisations, business, academic institutions, residents and government and parliament will be key to influencing, negotiating and driving forward urgent change. There will be a requirement to work closely with the corporate and political leads for climate change within the Council.

### **Control of Resources**

#### **Personnel**

Responsible for the direction, support and motivation of self and staff allocated to post-holder or related projects

#### **Financial**

Responsible for working in accordance with the financial regulations and procedures of the authority

Responsible for that part of the service's resources which relate to the work of the post holder

#### **Equipment/Materials**

To be responsible for all materials and equipment from time to time issued to the post-holder or used by staff allocated to the post-holder

### **Health/Safety/Welfare**

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

### **Equality and Diversity**

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

## **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

## **Relationships (Internal and External)**

### **Internal**

Head of Corporate Policy  
Chief Executive and his/her Leadership Team  
Leader of the Council and his/her Cabinet  
All services within the Authority  
Council officers  
Elected members

### **External**

Members of the public  
Management and representatives of partner organisations  
Representatives of community groups; voluntary organisations and business community  
Staff of Government Departments  
Staff of other public service bodies  
Academic Institutions  
Greater Manchester Combined Authority  
Elected members in other Greater Manchester Authorities

## **Responsibilities**

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

## **Values and Behaviours**

The post holder must:

Approach the job at all times using the Council's values

- **Pioneering & Open** in our approach  
We are ambitious for the people and place of Rochdale and will work collaboratively with local people and partners, building relationships based on respect and openness, to deliver the best possible outcomes
- **Proud** of the difference we make  
We will celebrate and share our achievements and act as Ambassadors for the borough of Rochdale
- **Passionate** about the diversity of the borough  
We love the diversity within our workforce and local communities and will strive for excellence in meeting different

Be aware of and apply the Council's behaviours at all times.

## **Principal Duties**

1. Leading on the development and delivery of a range of climate change and sustainability related strategies, plans, policies and working practices to reduce the Council's and borough's carbon footprint, improve sustainability and ensure the green agenda is mainstreamed throughout all business and activity
2. Support the development and delivery of the Greater Manchester Environment Plan to reduce the region's carbon footprint and improve sustainability
3. Undertaking detailed project planning, including financial management and forecasting, writing business cases and other project documentation and establish robust governance and control processes
4. Proactively collect, analyse and evaluate climate related data including identifying systems and tools that will enable data capture and sharing.
5. Undertaking horizon scanning to identify opportunities and threats arising from legislation, government policy, legal precedents, market conditions and international, national and regional best practice
6. Developing reports and papers to direct and embed strategies and to inform appropriate stakeholders
7. Managing stakeholders internally and externally throughout projects, producing consolidated reporting and analytics to Council Leaders and other key stakeholders as required to influence decisions
8. Negotiating and forging agreements for action on common policies across national, regional and local decision makers e.g. Chief Executives, MP's, Council Leaders, Elected Members and Officers
9. Developing communications and promotions strategies linked to sustainability and carbon reduction, as the subject matter expert, in liaison with Corporate Communications to shape organisational thinking
10. Engaging with residents, businesses and the wider community and partners to accelerate action, change behaviour, trouble shoot problems and identify practical solutions
11. Commissioning and managing agreements, contracts and project delivery as they relate to carbon reduction/sustainability with partners and stakeholders.
12. Evaluate and assess activity undertaken, monitoring and producing reports to the Climate Emergency Working Group and other governing bodies on progress against identified objectives and overarching strategies
13. Writing business cases and strategic papers linked to carbon reduction methods, including formulating and maintaining up to date related policies in liaison with appropriate key internal and external stakeholders
14. Working in full partnership with sustainability forums, both internally and externally, to develop a community to respond to climate change concerns
15. Monitoring and identifying appropriate funding and spend, linked to specific projects including making savings, income generation, identifying commercial opportunities, private sector investment and partnership opportunities
16. Leading and contributing to pilot schemes, trail blazing and sharing of expertise and resources through collective endeavours
17. Representing the Council as the subject matter expert at relevant meetings, both internally and externally.
18. Managing people and performance directly related to project
19. Deputising for the Head of Corporate Policy where requested

**Secondary Duties**

1. To participate in Council programmes of in-service training as a trainee and when required as trainer/facilitator
2. To attend meetings and events as necessary including occasional evening meetings of Council, Cabinet, Overview and Scrutiny Committees, Township Committees and other relevant committees
3. To undertake such duties and responsibilities of an equivalent nature as may be determined from time to time by the service head (or nominated) representative in consultation with the post holder (and if he/she so wishes, with his/her Trade Union representative)

Job Description prepared by Ben Greenwood Date January 26 2026

Agreed by Postholder \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Service Director \_\_\_\_\_ Date \_\_\_\_\_

**Rochdale Borough Council  
Person Specification**

<b>Service :</b>	<b>Policy, Performance and Improvement</b>	<b>Post:</b>	<b>Climate Change and Sustainability Project Manager</b>
<b>Section :</b>	<b>Corporate Services</b>	<b>Post Number :</b>	<b>TBC</b>
<b>Job Ref:</b>		<b>Grade:</b>	<b>10</b>

**Note to Applicants:**

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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<b>Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>How Identified: AF Application Form I Interview A Assessment</b>
<b>(a) Special working conditions</b>		
1 Do you have a flexible approach to working and responding to the needs of the service including travelling and attending evening or weekend meetings when required?	E	Application Form and Interview
<b>(b) Qualifications and Experience</b>		
1 Are you educated to degree level or equivalent in a relevant discipline or able to demonstrate significant, relevant work experience at the appropriate technical and strategic level linked to sustainability and carbon reduction?	E	Application Form and Certificate if applicable
2 What is your practical and comprehensive knowledge and understanding of the legislation, concepts and principles in relation to sustainability and carbon reduction processes?	E	Application Form and Interview
3 What is your significant experience in producing, implementing and embedding policies and strategies linked to sustainability, carbon reduction?	E	Application Form and Interview
4 What is your significant experience of change management and using project management principles to deliver high level programmes of work?	E	Application Form and Interview
5 What is your practical experience of budgetary management including making savings and income generation?	E	Application Form and Interview
6 What experience do you have of engaging with a range of internal and external stakeholders to shape priorities across organisational and partnership boundaries and deliver agreed outcomes?	E	Interview

7	What is your experience of working with elected or board members and having sensitive for the political environment in which local government operates	D	Application Form and Interview
<b>(c) Skills and knowledge</b>			
1	Please demonstrate your understanding of the national, regional and local government landscape and the challenges and opportunities	E	Interview
2	What are your interpersonal and communication skills, with the ability to influence and build support?	E	Application Form and Interview
3	Please demonstrate your skills in building relationships and networks, working as part of a team and bringing people together in undertaking joint work	E	Application Form and Interview
4	What are your strong leadership skills, and proven ability to lead and drive organisational and cultural change?	E	Application Form and Interview
5	Please demonstrate your excellent report writing and analytical skills, with the ability to interpret and impart complex information, such as datasets	E	Application Form and Interview
6	Please demonstrate your excellent organisational skills in managing a complex workload including prioritisation, working under pressure and meeting deadlines	E	Application Form and Interview
7	Please demonstrate your IT proficiency, particularly in the use of project management applications and the Microsoft Office suite of products	E	Interview
8	Please demonstrate how you would act in a professional manner to promote a positive image of the Council and a positive image of yourself	E	Interview
<b>(d) Values and Behaviours</b>			
1	<p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> <li>• Proud of the difference we make;</li> <li>• Passionate about the diversity of the Borough;</li> <li>• Pioneering and Open in our approach.</li> </ul> <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	Interview