

Role Profile

Part A - Grade & Structure Information

Job Family Code	9RT	Role Title	Climate Resilient Homes Project Manager
Grade	PS9	Reports to (role title)	Climate Resilient Homes Manager
		Directorate/School	Place
JE Band	314-370	Service / Department	Environment & Planning: Place Commissioning & Engagement
		Date Role Profile was created	Oct-25

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To lead with the coordination and management of projects and programmes and to provide specialist advice relating to the management of flood and climate resilience. In particular this role will lead on the development of programmes to fund and make accessible measures that improve the resilience of homes and properties to flooding and the impacts of climate change (such as Property Flood Resilience - PFR).</p> <p>The role will be required to engage with residents, members and partner organisations to develop and deliver programmes as well as managing specific capital PFR schemes.</p> <p>The role will be required to work closely with other flood and climate resilience teams as well as Place Strategy and Policy to ensure our work aligns with the relevant strategies and action plans. They will also be required to engage with internal stakeholders with regards to the resilience of the Councils properties.</p>
Work Context	<p>The Place Commissioning & Engagement Service combines a number of areas and specialisms that champion Place Policy and Strategy across the Council together with partners stakeholders and residents. The service will oversee the coordination of activities through planning, organising, controlling and evaluation whilst working with wider council Departments to deliver excellent outcomes.</p> <p>The Climate Resilient Homes team is responsible for delivering the Councils objectives related to the 2050 Net Zero targets in addition to adaptation and resilience. This is achieved by coordinating programmes that improve access to clean energy and resilience measures.</p>
Line management responsibility if applicable	May line manage or supervise support officers within the team
Budget responsibility if applicable	Responsible for specific scheme and programme budgets as well as external grants

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Planning & Organising</p> <ul style="list-style-type: none"> • Deliver projects and/or audits within a defined area of work as directed to input to relevant strategies and contribute to the delivery of directorate objectives. <p>Policy and Compliance</p> <ul style="list-style-type: none"> • Input as required to the development of strategies and policies. • Provide guidance and support to stakeholders as required to ensure policy and specification compliance. <p>People & partnerships</p> <ul style="list-style-type: none"> • Deliver high quality technical advice/ services engaging a range of stakeholders. • Liaise, communicate and build relationships with other departments, customers, partner organisations, agencies and/or contractors to engage and consult on plans or projects as appropriate. • May manage a team to deliver standardised processes and ensure all officers are appropriately supervised, managed and trained. <p>Resources</p> <ul style="list-style-type: none"> • Ensure that work and projects are delivered within agreed resources and assist with budget/resource management in accordance with organisational policies and procedures. • May have delegated responsibility for a budget(s). <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Assess data and conduct analysis in a technical area, presenting results and putting forward recommendations to support decision making. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Appropriate technical qualification at Degree, HND or HNC level. • May require a specialist technical qualification or membership of an appropriate professional institution. • Sound understanding of subject matter, legislation, principles and practices relevant to the technical area. • Ability to apply project management principles and techniques to manage a range of projects through to completion. • Practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Ability to work on own initiative, with solution focused problem solving skills. • Proven written and oral communication with the ability to engage and work in collaboration with others. • Comprehensive knowledge of computerised business systems.
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>Experience:</p> <ul style="list-style-type: none"> - experience delivering and developing flood/climate resilience programmes - Strong knowledge of Property Flood Resilience principles, frameworks and supply chains - Strong engagement and communication skills - Strong collaboration and communication skills. - Experience in managing project finance. <p>The post holder will be required to travel around the county to meet the demands of the role.</p>
<p>Role Summary</p>	<p>Roles at this level are technical specialists professionally qualified in their specialist area. They will provide technical and regulatory guidance and advice to a range of stakeholders in order to assess and mitigate risk and monitor and ensure compliance with relevant requirements. They will have a fair degree of autonomy and work closely with a range of technical and non technical stakeholders. Forward planning could be for months ahead and the role will contribute to longer-term development.</p>
<p>Reference Number</p>	<p>BM-2026-008</p>