**JOB DESCRIPTION**

**Job Title**: Climate Change Delivery Manager

**Department**: Junior Bursar’s Office

**Reports to**: Junior Bursar

**Purpose of role:**

To lead, direct and deliver the long-term sustainability and climate change agenda for Trinity College’s operational estates.

To deliver the targets with regard to climate change, including the initial challenge of achieving a 90% degasification of the operational estate by 2030.

**Key responsibilities:**

* Using up to date knowledge of emerging technologies, undertake detailed analysis of options, provide professional advice and present both policy and operational initiatives to meet the challenge of degasifying the operational (internal) estate.

* To lead and manage the projects and programmes required to deliver the degasification target, including the installation of new heating systems, double glazing, thermal insulation and other works as required. To include production of tendering documents, planning permissions, key performance targets, risks and issues, problem solving and business continuity, such as the provision of alternative services while work is ongoing, making sure that lessons learned are fed into subsequent stages, Ensure that the projects have the appropriate authorisations to proceed, College Committees are managed appropriately and that all projects are delivered on time, within budget and to the high quality standard required.
* To review the resources required to deliver degasification quickly, pursuing business cases, developing requests for additional staff, consultancy or contractor input as required and securing support for the resources across the College Community. Managing and reporting on budgets (estimated to be between £30 and £50 million)
* To act as intelligent customer in the procurement and management of contractors delivering the sustainability work, ensuring that the College receives good advice, value for money and good quality outcomes.
* To act as change champion for sustainability, initially focussing on the degasification of the estate. To develop and deliver a communications plan to galvanise support for the work and ensuring that the community is engaged to better understand the importance of climate change, managing expectations where necessary and responding to issues arising.
* To work in partnership with other colleges and partners where it delivers better results to do so without impacting on our time-constrained delivery, or where it provides opportunities for others to learn from the work being done at Trinity

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the job or to reflect the latest technology or best practice.

**PERSON SPECIFICATION**

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| Qualifications | * Bachelor’s degree, ideally in engineering or applied science. * Relevant engineering qualification, or similar. * Project or programme management |
| Skills | * Excellent analytical skills. * Excellent problem-solving skills * Excellent communication skills. * Excellent persuasion skills * Excellent team working |
| Experience | * Proven experience in, and deep interest in, sustainability. * Proven experience in acting as intelligent customer. * Proven and extensive experience in developing invitation to tender, selection and management of contractors / heating system engineers. * Experience of working in a heritage environment (desirable) * Strong evidence of introducing change in a complex environment. * Proven and excellent programme or project management skills with evidence of successfully leading projects from initiation to conclusion. * Experience in professional report writing. |

**EMPLOYMENT DETAILS**

**Rate of Pay:** Circa. £70,000 per annum.

**Holiday:** 25 working days plus 8 public holidays.

**Probationary period:** 9 months.

**Meals:**Free lunch is provided for staff whose duties cover this period when working in College.

**Pension Scheme:** A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month’s service. All staff will become members unless they choose to opt out.

**Private Health Care:** Membership of a free health care and a dental care scheme are available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility.

**Employee Assistance** The Employee Assistance Programme is a free and confidential telephone and web based information and support service providing staff with access to caring and professional consultants and counsellors.

**Cycle to work Scheme** Tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, up to a maximum value of £6,000. Staff are able to access this benefit after successful completion of their probationary period.

**Gym:** Membership of the College gym is available for a modest fee. Inductions are compulsory.

**Sports & Social Club:** The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.

**Access to College:** The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.