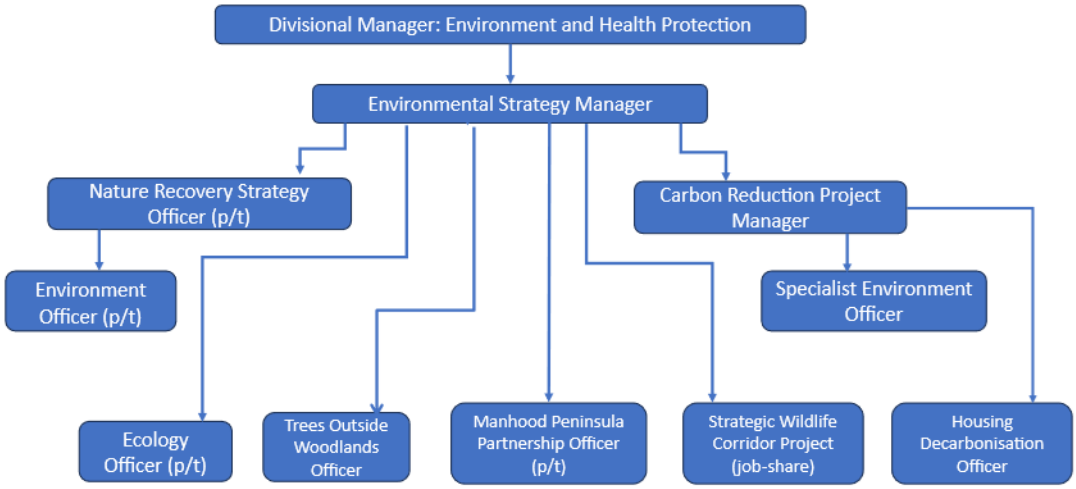
JOB PROFILE

JOB PROFILE SUMMARY

Job Title **Environmental Strategy Manager**
Reports to **Divisional Manager, Environmental and Health Protection**
Date **August 2025**
Grade **H**

Organisation chart



MAIN PURPOSE OF JOB

***Why** the job exists*

This post is to lead and manage the Environmental Strategy Unit and is key to the Council meeting its legal requirements under the Biodiversity Duty.

***What** it has to achieve*

To develop and manage the delivery of all functions with the Environmental Strategy Unit, including developing policy, to manage the political enviornment within which the service operates including seeking approval through the Council's governance process.

To ensure the achievement of the Council's relevant strategy objectives and the efficient and effective operaton of the following service areas;

The development and delivery of the Climate Emergency Agenda, including identifying district wide and internal carbon reduction projects for the Climate Change Action Plan, and identifying and securing funding.

The development and delivery of Biodiversity Agenda, including developing strategic projects and supporting estate management and wider networks for nature recovery and to develop policies for Biodiversity Net Gain.

Assist the LPA with ecology advice on protected species, sustainable construction/carbon reports, Habitat Regulations Assessment and Appropriate Assessment, nutrient nutrality mitigation, water neutrality advice and mitigation.

Support the Local Plan through appropriate assessments and strategic environmental assessment screening and sustainable construction for Neighbourhood Plans, undertake sustainable appraisal for plan policies, producing policy and evidence papers/rebuttal for low carbon buildings, needs to travel/location, modal shift/active travel, trees/hedges, mitigation for harbours and wildlife corridors and Biodiversity Net Gain and Local Nature Recovery Strategies.

To coordinate activities that tackle fuel poverty and be responsible for delivering the sustainability agenda throughout the Council by leading on a range of policies and programmes and by advising other services on the integration of sustainability into their policies and programmes. To be responsible for the development of partnerships and projects that deliver sustainability and promote sustainable lifestyles throughout the community.

Manage partnership working to deliver mitigation of recreational disturbance at the Harbours.

To ensure those services deliver their functions to the standards set by legislation, policy or management to provide a high quality service to support services in the Council and the community. To ensure resources are provided and managed appropriately.

KEY DUTIES/ACCOUNTABILITIES:

1. To be the Council's lead officer for the Environmental Strategy team, giving professional expert advice, guidance, opinion and support on the above areas across the Council, including to elected members and senior management team.
2. To lead and manage the service, monitoring objectives to ensure the provision of effective, efficient and modern services with high standards of staff achievement and client satisfaction.
3. To monitor new legislation, statutory insturments, government circulars and other guidance on good practice, to develop, implement and review policies and procedures as necessary and provide support and guidance to other Council services and Members.
4. Manage the service budget, monitor and control income and expenditure and ensure financial outcomes are inline with the approved service business plan.
5. Interpretation and application of relevant environmental legislation and approved documents to make significant autonomous decisions on a daily basis, especially when undertaking investigations/site inspections that can be a matter of urgency due to public safety.
6. Prepare the team's contribution to the annual Service Plan, manage and monitor performance targets as the team manager and as the lead officer for an area of specialism to ensure delivery and implementation of projects within it.

7. To report to the Divisional Manager and be accountable for progress in relevant areas and to lead and develop the teams, oversee and co-ordinate as necessary progress on strategies, projects and work areas to ensure the provision of an efficient and effective service and achievement of work plans, including providing support and guidance for team members.

8. Representing the Council on external partnerships, attending relevant partnership meetings, managing joint-working projects e.g landscape scale nature recovery projects and county wide partnership to address climate change.

9. Preparation of written reports and presentation at Committees including Cabinet, Environment Panel, Development Plan and Infrastructure Panel.

10. Contribute to the Council's key tasks and the teams Service Plan, which will involve acting as Lead Officer for areas of specialism or projects in the team.

ADDITIONAL DUTIES & ACCOUNTABILITIES

1. To foster the well-being of staff by giving and sharing experience, by keeping up to date with changes in legislation and policy and by involving staff in more complex matters at appropriate opportunities.

2. To ensure that staff are trained and fully equipped to discharge fully their given areas of responsibility and to oversee the preparation and implementation of the service training plan.

3. To ensure that the team works closely and effectively with other teams within the Directorate and across the organisation.

4. As a member of the Environment and Health Protection Management Team to attend and contribute fully to the development and achievement of determined priorities.

5. To provide advice, leadership and support to members and to attend meetings of Cabinet, Council and any other member meetings, Task and Finish Groups and meetings of Parish Council's and other interest groups as appropriate.

6. To provide timely and accurate reports on activities, problems, progress, results and achievements.

7. To promote, communicate and help deliver corporate objectives where appropriate by active participation in cross service topic groups.

8. To be responsible for the consideration of service complaints and support the response to Ombudsman investigations.

9. To represent the Service on external, internal and other groups as required.

10. To give, as directed by the duty officer in control at the time, any support to the Council and the Community that may be needed in response to a civil emergency whether or not the tasks are related to the normal function of the post or the Service

KNOWLEDGE, SKILLS & EXPERIENCE

Business Knowledge

1. A high level of specialist knowledge in the teams service relevant areas and relevant local plan and planning policies and procedures.

2. Ability to fully understand the functions, roles and key accountabilities for those services for which the role is responsible for in order to support the teams officers and to effectively interpret this knowledge to a wider audience.

3. Project planning; ability to develop and write strategic project plans, secure committee approval and identify and secure funding, and deliver projects, including monitoring and review.

4. Extensive experience and knowledge of the current national and local government agenda for the subject area of the team and local government experience.

5. Knowledge of Government policies, frameworks and strategies relating to the environment. Sound understanding of regulatory and governance framework to ensure all work is undertaken in accordance with the Constitution and with awareness of the corporate risk to the organisation

6. Understand business sectors that the team regulate, with the ability to communicate accurately and clearly in a style appropriate to the audience, good persuasive skills are needed to build cooperation and commitment.

7. Ability to demonstrate good management and leadership qualities that genuinely motivate and instil commitment in others.

8. Evidence of developing a strong service performance culture, to continually improve standards, value for money and outcomes.

Essential Functional / Technical Skills

1. Ability to think and plan operationally, set realistic objectives and prioritise resources.

2. Political judgement and a high degree of political sensitivity.

3. Highly developed analytical, networking, advocacy, oral, written and presentational skills.

4. Ability to work under pressure and to tight timescales to deliver projects and performance targets.

5. Contribute to partnerships and stakeholder groups to deliver wider community projects and/or Council initiatives in your role as a representative of CDC.

6. Substantial demonstrable post qualification experience directly related to environmental management/strategy.

7. Ability to analyse and critically appraise complex situations and proposals and reach balanced conclusions and translate specialist information for others outside of their own discipline.

Qualifications

8. Degree or equivalent in Environmental Science, Environmental Health, Environmental Management etc.

Personal Attributes / Competencies

9. Leadership skills, self- motivated, with a “can do” approach with the ability to make decisions without need for direction.

10. Excellent communication skills and ability to present clear and concise reports;

11. Excellent negotiating skills and ability to negotiate, demonstrate and communicate ideas effectively with professionals and non-specialists by verbal, written and graphic means;

12. Ability to encourage environmental improvements or adaptations in a proactive way and portray a positive image for the service.

13. Ability to use initiative, progress work in a timely manner to work independently and remotely, without supervision;

14. Ability to motivate and manage members of staff to achieve high quality service delivery;

15. Able to demonstrate enthusiasm and determination to achieve objectives;

16. Able to work collaboratively across the Council to deliver required service and corporate outcomes;

17. Ability to engage, develop and maintain good working relationships with elected Members, partner organisations and agencies, developers, community groups, other officers and the general public;

18. Flexible, reliable and resilient individual.

This Job Profile is a description of the job as it is currently comprised. The Council reserves the right to review and amend this Job Profile from time to time, if required to enable it to effectively carry out its functions. Any changes that are made would be done so in consultation with the post holder and would be commensurate with the grade or salary of the post.