

## Job Description

**Post Title:** Decarbonisation Manager (Infrastructure Delivery)

**Directorate:** Delivery Directorate

**Reports to:** Head of Technical Services Unit

**Direct Reports:** Up to 3

**Key Relationships:** Delivery Directorate – Delivery & Portfolio Units, TfWM Policy, Strategy and Innovation team, TfWM Net Zero team, senior officers at local authorities, transport planning consultants, TfWM Heads of Service and Directors, Defra

## Role Summary

The Decarbonisation Manager will ensure the development and delivery of TfWM's £2.2Bn capital programme is supported by robust and cogent Carbon Management Plans, aligned to the region's Climate Action Plan and the emerging Local Transport Plan. They will inform, shape, and deliver policies across the Delivery Directorate that tangibly reduce the carbon impacts of the operation and construction of new major transport infrastructure.

The Decarbonisation Manager will also work across the construction supply chain, ensuring carbon reduction strategy is embedded into the commissioning and delivery of major construction contracts and lead on the proactive monitoring of construction activity in line with requirements.

## Responsibilities

- ☐ Lead the Delivery Directorate's technical activities related carbon reduction in the detailed development and construction of major transport infrastructure. This will include providing high quality advice and best practice on carbon and sustainability matters to multi-disciplinary teams and directing, overseeing, and managing the carbon impacts of construction.
- ☐ Inform, develop, and promote evidence based technical policy in relation to carbon reduction and sustainability, covering standards and protocols that shape the detailed development and construction of major transport infrastructure projects
- ☐ Provide expert advice to shape and inform Carbon Management Plans associated with the delivery of major transport infrastructure, including informing appraisal, baselining, projections and value, benefits, and policy integration
- ☐ Responsible for early supply chain engagement to input into tendering exercises for major construction programmes to ensure carbon reduction is embedded into construction specifications across the supply chain.
- ☐ Responsible for development of monitoring and auditing strategies to manage, monitor and inspect construction practices in the delivery of major transport infrastructure to ensure they fall in line with agreed carbon reduction strategies.
- ☐ Maintain collaborative relationships and tactical governance across TfWM, key stakeholders, contractors, and the wider supply chain to successfully deliver the decarbonisation elements of major infrastructure projects in line with the requirements of the relevant Programme Boards.

- ☐ Constructively challenge and review project development and programmes across the Directorate to ensure they strive to limit carbon impacts in accordance with [WM2041](#)
- ☐ Develop new partnerships to explore innovative approaches to further develop the decarbonisation agenda across the region.
- ☐ Direct the activities and performance of consultants (including term consultancies) to ensure high quality outputs for use in scheme development relating to decarbonisation, including leading on procurement activities.
- ☐ Prepare reports for senior management, elected members, WMCA committees, programme boards and Local Cabinet, ensuring that project documentation produced for review and approval is done so in a timely and accurate manner;
- ☐ With support from finance and commercial colleagues, manage budgets and ensure that financial administration, monitoring and reporting is of the highest standard and that appropriate financial scenarios can be tested;
- ☐ Ensure that lessons learnt as part of the post project review within the gated project lifecycle process are recognised and implemented as appropriate in development and delivery of the project portfolio going forward;

## Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			<b>Assessment Method</b>		
<b>Experience</b>	E	D	App*	Int**	Other***
Development and implementation of carbon management projects, preparing successful business cases, managing specific carbon/sustainability programmes and preparing risk assessments in line with agreed targets and plans	X			X	
Commissioning technical services through the procurement and working across the construction sector supply chain to ensure compliance against standards and policies		X	X	X	
Developing and delivering strategies across construction phases to monitor, audit and measure the carbon impacts of construction activities		X			
Managing key stakeholders both internally and externally and the wider supply chain within the construction industry		X		X	
<b>Skills/Knowledge/Abilities</b>	E	D	App	Int	Other
Knowledge of carbon management and sustainability policy and application, preferably within the transport sector	X			X	
Knowledge of carbon and sustainability management/oversight/monitoring of construction activities		X			
Strong organisational and project management skills, with the ability to achieve results for multiple, simultaneous projects with competing demands		X		X	
Skills in carbon accounting, analysis and interpretation of datasets, and use of data visualisation tools to enable the reporting of complex information		X		X	
<b>Qualifications/ Professional Memberships</b>	E	D	App	Int	Other
Degree and Post Graduate Degree or equivalent in a related field such as Transportation Planning and Management.	X				
Membership of a professional body in a related field (CILT etc).		X			

\* Application

\*\* Interview

\*\*\* Details will be shared at interview stage

### Core Expectations

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focused	Works as part of team, managing and leading.
	Service Driven	Customer, resident and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

### Health and Safety

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

### Equality and Diversity

To promote and champion equality and diversity in all aspects of the role

### Learning and Development

To participate in and take responsibility of any learning and development required to carry out this role effectively.

### Performance Management

To actively engage in the performance management process and take responsibility for managing performance outcomes.

### GDPR (General Data Protection Regulation)

To ensure the reasonable and proportionate protection, processing, sharing and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.

### Other

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis