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**Job Title**: Climate Change Adaptation Manager

**Department:** Resilience

**Reports to:** Head of Resilience

**Direct Reports:** N/A

**Location:** Activity-based onsite at Mansfield Office

**Contract Type:** Permanent

**Grade:** 5

**Main purpose of the job**

The main purpose of the Climate Change Adaptation Manager role is to lead the implementation and further development of the Climate Change Adaptation Action Plan. This involves conducting comprehensive risk screenings across the business to identify key challenges and gaps in knowledge and working with internal and external stakeholders to investigate the impact of climate change and extreme weather on operational activities.

The manager will be jointly responsible for reviewing and updating project, procurement, and contract management processes to include climate considerations, as well as promoting awareness and collaboration with internal and external stakeholders. Additionally, the role includes maintaining resources such as intranet materials and proactively engaging the Environment and Sustainability group as champions to support the organisation's climate resilience efforts.

**Responsibilities**

**Specific**

* Lead the climate change risk assessment by identifying, analysing, and evaluating potential risks posed by climate change to the organization, and develop strategies to mitigate these risks effectively.
* Develop a comprehensive climate change adaptation action plan to ensure resilience and sustainability in the organisation's operations.
* Enhance our climate-related financial reporting metrics to improve the accuracy and transparency of financial data related to climate change, enabling better decision-making and compliance with regulatory requirements.
* Drive data improvement initiatives to better understand the impact of climate change, collecting, analysing, and utilising data to inform strategic planning.
* Collaborate with external partners to further develop our understanding of climate change, working closely with government agencies, research institutions, and industry partners to share knowledge and develop innovative solutions.

**General**

* Act in line with the behaviours and values of the organisation
* Manage your own performance to be accountable for meeting individual, team and corporate objectives
* Act in accordance with the Scheme of Delegation and ensure propriety and regularity in the handling of public funds
* Actively demonstrate the Mining Remediation Authority’s customer service standards expected of your role
* Follow and contribute to the improvement of operational and team processes and procedures
* Assist with the preparation and delivery of the team’s objectives, budgets and financial records
* Identify opportunities and implement change leading to team development, system improvement and ensuring good value for money
* Maintain and develop positive stakeholder relationships in order to promote the Authority and assist it to meet its objectives
* Support research and development projects
* Ensure that the Authority’s statutory responsibilities are effectively discharged
* Carry out any further reasonable requests from your line manager

**Competencies Level**

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| **Seeing the bigger picture** - fully engage with and utilise internal and external expertise and knowledge to support departmental planning | **5** |
| **Changing and improving** - consider fully the impact of change on organisational culture | **6** |
| **Making effective decisions** - evaluate differing perspectives to make effective decisions that support achievement of our business priorities | **5** |
| **Leading and communicating** - inspire and give clarity to employees, stakeholders and partners, so that they can engage fully with the Authority’s vision and business priorities | **5** |
| **Collaborating and partnering** - maximise opportunities for teams to engage with a variety of partners and stakeholders - listen to, and act upon their feedback | **5** |
| **Building capability for all** - identify tangible, objective business improvements and benefits when planning development for yourself or team and identify and track these through metrics, to demonstrate impact on business results | **5** |
| **Achieving commercial outcomes** - identify and implement best practice from a range of sectors and implement effectively to maximise commercial gains | **5** |
| **Delivering good value for money** - interpret a wide range of financial and management information and use this to inform effective decisions | **5** |
| **Managing a quality service** - seek and facilitate opportunities to expand and enhance products and services, in order to improve customer service | **5** |
| **Delivering at pace** - translate strategic priorities into clear outcome- focused objectives for managers and provide the enthusiasm, energy and drive necessary for delivery | **5** |

**Person specification**

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| **Job Title:** Climate Change Adaptation Manager  **Department:** Resilience | | |
|  | **Essential** | **Desirable** |
| **Qualifications and Training** | * Educated to Degree level or with equivalent experience * Desire to continue to learn and develop professionally | * Postgraduate qualification in a relevant discipline |
| **Experience and Knowledge** | * Knowledge of climate change and extreme weather impacts * Experience of working with large data sets | * Experience of Climate Change Adaptation |
| **Skills and Abilities** | * Strong interest in climate change * Excellent report writing skills * Strong ability to influence and engage stakeholders | * Good negotiation skills |