

## **GMCA Resources Committee**

Date: 22 March 2024  
Subject: Re-evaluation of Head of Low Carbon Post  
Report of: Andrew Lightfoot, Deputy Chief Executive, GMCA

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### **Purpose of Report**

To seek approval to establish the Head of Low carbon post on the GMCA's Senior Pay Scale following a Job Evaluation.

### **Recommendations:**

The GMCA is requested to:

1. Authorise the GMCA Chief Executive to progress the "Head of Low Carbon" post in the Environment Directorate to band SM7 of the senior pay-scale, backdated to November 2023 following the Job Re-evaluation.
2. Note that the post has been re-evaluated in line with the LGA framework and that the outcome of that re-evaluation was that the posts should move from Grade 11 onto the Senior pay-scale (SM7).
3. Note that additional costs will be met from existing GMCA Environment Directorate budgets.

### **Contact Officers**

Mark Atherton (Director of Environment) – [mark.atherton@greatermanchester-ca.gov.uk](mailto:mark.atherton@greatermanchester-ca.gov.uk)

Report authors must identify which paragraph relating to the following issues:

## **Equalities Impact, Carbon and Sustainability Assessment:**

**Results of the [Sustainability Decision Support Tool](#) to be included here:**

A [Training Video](#) is available on how to use the tool. N/A

### **Risk Management**

There are no risk management implications

### **Legal Considerations**

There are no legal considerations

### **Financial Consequences – Revenue**

See Section 3

### **Financial Consequences – Capital**

There are no capital finance implications

### **Number of attachments to the report: 1 (Post Specification)**

### **Comments/recommendations from Overview & Scrutiny Committee**

None

### **Background Papers**

None

### **Tracking/ Process**

Does this report relate to a major strategic decision, as set out in the GMCA Constitution

No

### **Exemption from call in**

Are there any aspects in this report which means it should be considered to be exempt from call in by the relevant Scrutiny Committee on the grounds of urgency?

No

### **GM Transport Committee**

N/A

### **Overview and Scrutiny Committee**

N/A

## **1. Introduction/Background**

- 1.1 Currently Grade 11 within the Environment Directorate, the Head of Low Carbon post has grown significantly over the last two years, aligned with the growing importance placed on the climate change agenda within GM and the expansion of low carbon programmes being managed by GMCA primarily utilising national funds.
- 1.2 The current post holder assumed the role in September 2020 on a fixed term 'acting' basis and appointed permanently to the role in March 2023.
- 1.3 This post has been responsible for bidding for and winning significant funds from central Government to deliver Greater Manchester's Low Carbon ambitions. In addition, the post has expanded to include engaging and developing partnerships with the private sector. These activities are anticipated to continue to grow in the future.
- 1.4 Over the last two years, the Head of Low Carbon post has grown from managing 2-4 people to managing 3 Teams with a combined head count of over 20 FTE. Similarly, the annual budget management responsibility of this post has grown from £2-5m to in excess of £100m. These changes, whilst gradual, are cumulatively significant and prompted a Job Re-evaluation.

## **2. Proposed Uplift to Role**

- 2.1 The post has been re-evaluated in line with the LGA framework with the outcome of that re-evaluation being that the posts should move from Grade 11 onto the Senior pay-scale (SM7).
- 2.2 The current market conditions for this type of role are particularly buoyant, with similar posts to this being offered by Central Government Departments (based in Salford) at £10k above Grade 11 and similar local private sector posts up to £20k above Grade 11.
- 2.3 The current post holder has recently decided to leave GMCA with one of the key reasons being financial. The post he has been attracted in to is thought to be in

excess on the proposed SM7 grade for this post. The recruitment process to fill this role is underway.

### **3. Financial Implications**

- 3.1 The current post holder is already at the top of Band 11 so the uplift in cost will be marginal. Any new post holder coming into the role will be subject to salary negotiation on appointment.
- 3.2 Additional costs will be met from within existing GMCA pay budgets and recharge to appropriate external grants and programmes where applicable.

## ANNEX A – Role Profile

# GMCA

BOLTON  
BURY

MANCHESTER  
OLDHAM

ROCHDALE  
SALFORD

STOCKPORT  
TAMESIDE

TRAFFORD  
WIGAN

### Head of Low Carbon, Environment Directorate

<b>Job Title:</b>	Head Of Low Carbon	<b>Date:</b>	17/01/24
<b>Reporting Line:</b>	Director of Environment	<b>Salary:</b>	SM7
<b>Team:</b>	Low Carbon	<b>Business Area:</b>	GMCA

#### JOB PURPOSE

To work with the Director of Environment to oversee development and delivery of the Greater Manchester 5 Year Environment Plan, with a focus on Low Carbon and delivery of the GM Local Area Energy Plans.

The role holder will be responsible for the management of the internal and external development and delivery functions as well as leading on future low carbon / net zero planning at GMCA. They will be part of the Directorates leadership team, alongside the Director, the Head of Natural Environment and Head of Sustainable Consumption & Production and will be part of the GMCA's extended leadership network.

They will be expected to represent Low Carbon / net zero across the organisation, the city region, nationally and internationally, providing strategic and operational expertise and support in a high profile and demanding environment. This will see them working closely with the Mayor's office, GMCA Executive, GM political and senior leadership

The role holder will manage significant low carbon / net zero activity across the breadth of the subject matter to ensure Greater Manchester is able to deliver its ambitious vision of for everyone to be able to live a good life, growing up, getting on and growing old in a greener, fairer and more prosperous place.

This will include the development and delivery of programmes averaging £100m per annum, with a team of up to 5-15 multi-disciplinary officers.

#### KEY RELATIONSHIPS

- Environment Director
- GMCA Senior Leadership Team
- GMCA portfolio holders – council leaders and chief executives
- Mayor's Office
- Senior officers of key partner and national government teams
- Key Northwest regional low carbon stakeholders

#### KEY RESPONSIBILITIES

Provide leadership and management to the GMCA Low Carbon Team.

Be part of the Directorate leadership team function, alongside the Director, Heads of Natural Environment and Sustainable Consumption Production, and a member of the GMCA extended leadership team.

Act as low carbon client strategic lead for GMCA Directorates, portfolio areas and Districts, leading a multi-professional and disciplinary team of up to 15 officers, including the development and implementation of policy, strategy, research and delivery programmes.

Specifically:

### **Low Carbon**

- Provide strategic and tactical advice to senior stakeholders, including the Mayor, Deputy Mayors, Chief Executive, Chief Officers and wider GMCA leadership.
- Lead on the development and implementation of the GMCA/City Region's low carbon strategies and implementation plans, including developing policies and wider plans where appropriate, working with wider directorates and districts to accelerate delivery and impact towards the city regions 2038 carbon neutrality ambition as set out in the Greater Manchester Strategy.
- Lead and develop the corporate low carbon functions of GMCA to ensure delivery against the 5 Year Environment and local Area Energy Plans, the GMCA Business Plan and the Greater Manchester Strategy.
- With the Director, commission research and act as a strategic developer of the Greater Manchester pathway to decarbonisation, taking a proactive and collaborative approach.
- Lead a programme of effective stakeholder engagement, ensuring that key strategic partnerships and relationships are maintained including with district Directors of Place and key external stakeholder organisations.
- To take responsibility for the continual development and improvement of the low carbon function, including evaluation and impact reporting.

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### **Public and community engagement and insight**

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- To build alliances and networks in Greater Manchester and beyond, including transport, the Local Enterprise Partnership, industry, commercial and the voluntary and community sector, to design and support relevant low carbon activity.

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- To ensure all low carbon activity is based on insight, and is evaluated, tested and continuously adapted

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- To take strategic oversight of the Local Area Energy Plan implementation for GMCA, engaging with all relevant stakeholders as necessary for its successful implementation
- To work with GMCA and wider colleagues to develop an agreed approach to measuring low carbon impact, which is data centric, to enable future programme development and insight sharing across the region. This may include the supporting the potential development of a Greater Manchester 'Data Hub'

### **Programmes**

- To bid for funds and build low carbon policy, strategy, technical and implementation capacity and capability across GMCA and the wider city region.

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- To lead programmes of delivery for public sector decarbonisation inclusive of retrofit, heat, generation, and storage.

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- To lead on resident and business focussed low carbon delivery programmes and campaigns for GMCA, working with teams across GMCA as well as wider partners in the city region.
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- To represent GMCA when collaborating with partners across the city region and wider North west on the Greater Manchester low carbon approach, to ensure this activity is coordinated and aligned, speaking and making decisions on behalf of the organisation.

## General

- To lead and manage the GMCA low carbon team, bringing them together under a shared team vision, actively supporting their professional development and performance and recognising their contribution to the wider Directorate, organisation and regional and national professional networks.
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- To oversee the team budget, successfully ensuring that service needs and resources levels are met and future needs are anticipated, liaising with relevant Finance & HROD leads on requirements
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- To oversee the team's delivery, ensuring resources are sourced and allocated appropriately for ongoing and new areas of work
- To embed a low carbon culture across GMCA to foster internal collaboration and accelerate delivery.
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- To role model, prioritise and promote an inclusive culture and approach across the team and GMCA
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- To prioritise working sustainably, in line with our Corporate Social Responsibility duty and aligned to the GMCA's strategic priorities for Zero Carbon and Social Value.
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NB: This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.

## KNOWLEDGE, SKILLS AND EXPERIENCE

### Knowledge and Experience

- Postgraduate or equivalent qualification, or extensive experience in low carbon, renewable energy, decarbonised heat, smart energy or another relevant disciplines.
- Professional qualification in Leadership / Management at Level 6 (or above) or equivalent relevant professional leadership and management experience
- Evidence of continuing professional development e.g., CIE etc
- Knowledge of the political and business environment of GMCA and Greater Manchester.
- Knowledge of the national policy context for public services and devolution and the implications for low carbon within this.
- Knowledge of relevant national and local legislation, regulation and guidance relating to low carbon/net zero
- Understanding of the evaluation of low carbon functions and an ability to use evidence to guide decision making for future activity.
- Significant experience of leading low carbon planning across a complex organisation and

managing the delivery of these plans

- Track record of delivering complex low carbon initiatives and policy/issue-based campaigns to achieve impactful results.
- Experience of developing and delivering successful low carbon strategies, policies, research and initiatives which result in carbon reduction activity
- Experience of developing, commissioning and leading complex programmes, engagement and delivery work, including crisis management and successful reputation management
- Experience of working in a complex political, high-profile organisation at a senior level and advising senior leadership on low carbon policy, strategy issues and implementation programmes
- Experience of measuring and evaluating low carbon functions, with a view to adapting and changing to ensure success
- Experience of managing complex budgets with multiple revenue streams

### **Skills and Behaviours**

- Ability to build and maintain effective relationships across different sectors – and handle significant challenges while protecting the professional relationships
- Significant powers of persuasion and willingness to appropriately challenge senior leaders where appropriate
- Excellent writing and planning skills and ability to interpret complex information quickly and effectively for differing audiences and purposes
- Creative, resourceful and able to react quickly and act effectively under pressure
- Able to manage conflicting demands and juggle complex and high-profile stakeholders effectively
- Self-motivated and able to deal with a demanding workload and deliver consistently to deadlines
- Ability to work flexibly and creatively as part of an effective team, building and maintaining positive relationships with colleagues
- Commitment to high standards of customer care and public service
- Commitment to collaborative and partnership working
- Willingness to work evenings and weekends where required
- Requirement to travel outside of the county to attend meetings etc. when required may include overnight stay.

### **Corporate Duties**

Avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.

Safeguard at all times confidentiality of information relating to staff and pensioners.

Refrain from smoking in any areas of Service premises.

Behave in a manner that ensures the security of property and resources.

Abide by all relevant Service Policies and Procedures.

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**Records Management/ Data Protection** - As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

**Confidentiality and Information Security** - As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.

**Data Quality** - All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.

**Health and Safety** - All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service's undertakings.

**Service Policies** - All GMCA employees must observe and adhere to the provisions outlined in these policies.

**Equal Opportunities** - GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background