

A Day in the Life.....

Project and Business Manager – Environment and Climate Change

The role is based within the Environment and Climate Change directorate and will involve providing project support to different services within the directorate. There will also be a requirement to assist with the management of Business Support Teams across the services.

A priority for you will be to understand the needs of the different teams and work with service managers to deliver effective support. You will also be involved in innovative projects that help improve service delivery.

The requirements of this role include:

- Overseeing the day to day development, monitoring and delivery of one or more projects. Ensuring that these are planned in a way to effectively achieve the desired outcome and results.
- Implementing the review of back-office procedures, fees and charges, efficiency and payment methods.
- Undertaking research and identifying best practice, reviewing good practice and developing new ways of working.
- Benchmarking against comparable neighbouring authorities and how they operate fee generating services.
- Budget monitoring and developing business cases for service improvements.
- Leading on the development of change initiatives to improve the way the service is working, monitoring performance and reporting on progress.
- Supporting senior management by applying high level technical and specialist knowledge of HR procedures and financial processes.
- Supporting recruitment initiatives across the Environment and Climate Change Directorate, including recruitment within the Business Support Teams.
- Supporting the Councillor Enquiries and FOI team and providing advice on complex enquiries which are received into the team.