

**Manchester City Council
Role Profile**

Event Specialist (Zero Carbon), Grade 8

**Leisure, Events & Contracts Service, Neighbourhoods Directorate
Reports to: Event Programme Manager**

Job Family: Corporate Organisational Support

Key Role Descriptors

This role will be a subject matter specialist providing expert advice and support to a range of stakeholders within a specialist area to enable the delivery of service and organisational objectives.

The role holder will work in partnership with stakeholders across the organisation and beyond to support decision making and operational service delivery.

The role holder will research and be the source of intelligence within the specialist area, leading in the development, design, implementation and review of policies, procedures or strategies to ensure continuous improvement.

Key Role Accountabilities:

Work collaboratively to provide comprehensive and timely information and advice to stakeholders which meets customer needs,

Maintain competence in subject matter specialism, undertaking research and information gathering to ensure the Council adopts and maintains best practice in areas of specialism, providing ad hoc advice as required.

Deliver and, where appropriate lead, the implementation of assigned strategy and policy projects, in accordance with agreed time, quality, budget and other project performance criteria.

Oversee the collation of comprehensive management information and reports, ensuring these are produced accurately and consistently.

Develop and manage relationships with other city council services and relevant partner agencies in order to challenge the way services are delivered and establish options for improving performance to ensure high quality of service delivery and cost effectiveness.

Effectively communicate highly complex and potentially challenging messages both verbally and in writing, ensuring balanced and proportionate responses which protect the authority's interests.

Roles at this level may be required to manage a range of assigned resources. Staff management duties may be either through direct line management (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers. The role holder will be expected to effectively co-ordinate resources to support the principals of 'joined up' response.

Personal commitment to continuous self-development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

Where the role holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

The Neighbourhoods Service

Through an integrated operational model that responds to the needs of different places, the service focuses on maintaining clean, safe and vibrant neighbourhoods that residents, businesses and visitors can be proud of.

The service provides strategic direction and the operational management of citywide services and specialist technical support, together with three Neighbourhood Teams to facilitate place-based approaches (North, Central and South). Services include Compliance & Community Safety, Waste, Recycling & Street Cleansing, Pest Control, Highways, Libraries, Galleries & Culture, Bereavement, Parks, Leisure, Events, Contracts and Commercial, Grounds Maintenance, Markets, and Housing & Homelessness. The service collaborates with other Council Directorates / Teams, Executive Member portfolios, Ward Members and external stakeholders (public, private and voluntary community sectors and residents).

The service also plays a key role in driving place-based reform (Bringing Services Together for People in Places and Making Manchester Fairer) to improve the quality of life for residents, as well as community engagement and development to equip diverse communities to participate.

The council's mission is to make Manchester a healthy, green and fair city where everyone can thrive. Our target is to become a zero-carbon city by 2038. That's 12 years ahead of the Government's target for the UK of 2050.

The post holder will need to embed the interim recommended approach whilst the longer-term approach continues to develop aligned to national context

- National context – Manchester as leader: Continue to engage with national Green Events Code of Practice (GECOP) pilot phase 2 over 2026 (to include engagement with events using the DATE tool, targeted data gathering and information sharing to Local Authorities newly joining the pilot)
- Ensuring Simpler Recycling legislation is adhered to across all events
- Develop process for 2027 events based on outcomes of above

Specifically, you will:

- Engage with event organisers on sustainability performance and recommendations for continued improvement to ensure Manchester continues to be seen as a leading sustainable events destination and aligned with the sustainable visitor destination ambitions outlined in the 2025 Greater Manchester Visitor Economy Strategy.

- Continue the targeted collection of data to build on the carbon baselines developed over the last two years to enable monitoring of carbon emissions reductions associated with these actions, in order help evidence progress towards our Zero Carbon by 2038 ambitions.
 - Support event bid development to demonstrate Manchester's low carbon and sustainability credentials in order to continue attracting international profile events, which are essential to Manchester being acknowledged and acclaimed as a global sustainable destination.
- Support colleagues and partners on developing sustainable event delivery on major international events secured through the Event Commission (eg UEFA 2028) where specific sustainability roles in project teams are to be created and to provide continuity and ensure lessons are learned and good practice is shared between events
- Continue to keep up-to-date and engaged with national developments, including Green Events Code of Practice, which aim to provide events with a framework to achieve significant GHG reductions by 2030
- Support delivery of the capital investment project - Power Rewired - that will provide a more sustainable grid power approach for events in the city centre
- Support development of the capital investment bid for more sustainable grid power for events in parks as Phase 2 of the Power rewired project.
- Enable progress to be monitored and reported on through the Council's Climate Change Action Plan governance structures ensuring a focus on tangible measures of success
- Whilst the focus is on outdoor events, this role will also engage colleagues across all Council directorates to help influence and make positive change to all event delivery, such as working with Neighbourhood teams and other colleagues who have involvement in event delivery

Event Specialist – Key Behaviours, Skills and Technical Requirements

Generic Behaviours: Manager

- **Leadership & Management:** The behaviours and actions of our managers define how we work and what we achieve.
- **Change:** Improving services and making the most of resources.
- **Delivery:** Delivery of high quality services is an essential part of what we do.
- **Pride in Manchester:** Demonstrating pride in our city.
- **Influence:** Effective relationships give the best results.

Generic Skills

- **Communication Skills:** Ability to negotiate difficult agreements with wide impact; ability to influence or persuade internal or external stakeholders.
- **Planning and Organising:** Excellent time management skills, creating own work schedules, prioritising, preparing in advance and setting realistic timescales for own self and others. Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required.
- **Project Management:** Proven ability to influence, monitor and control the risk environment, both strategic and operational, through effective allocation of roles and responsibilities.
- **Problem Solving and Decision Making:** Ability to think laterally and take into account the root cause of a problem and the client / organisation -wide consequence of decisions made.
- **Financial Management:** Ability to monitor and maintain expenditure, ensuring that financial targets are met, and being accountable for any areas where budget and expenditure exceed their agreed tolerances.
- **Commercial Skills:** Demonstrates sound business intelligence and ability to identify commercially viable opportunities and secure value for money in service delivery.
- **People Management:** Ability to lead, manage and motivate staff to high levels of performance in order to achieve change and maximise staff potential and contribution to the achievement of identified aims and objectives. Can also lead and plan the work of the team which deals with more diverse issues.

Technical requirements (Role Specific)

- Knowledge and understanding of sustainable events management in the UK event sector.