

JOB DESCRIPTION

JOB TITLE:	Project Manager - South West Local Net Zero Hub
MANAGED BY:	Senior Project Manager - Local Capacity
GRADE:	Grade 10 Fixed term until 31.03.2023 (with the potential for extension if additional funding is secured)

BACKGROUND

Working at the West of England Combined Authority

The West of England is a fantastic place to live and work; a place where ideas flourish and businesses grow, and a diverse population calls home. With a highly-skilled workforce, innovative businesses, rich cultural and natural assets, and excellent connections, the West of England competes on a global scale.

In 2017, the West of England Combined Authority was formed to bring the region together to drive economic growth. Significant powers and funding were transferred to the region to support work to ensure residents have better skills, more job opportunities and a better quality of life. In May 2021, the second Metro Mayor for the West of England was elected, and we're working with our regional partners and with Government to deliver against our ambitious agenda, protect the environment and ensure the West of England continues to be a thriving, successful and innovative place for future generations.

Covid-19 has had a big impact on the West of England, and we are leading the regional economic recovery, bringing people together to ensure our region continues to build on its success.

The Combined Authority is made up of three of the region's local councils - Bath & Northeast Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the Authority continues to work closely with North Somerset Council. The Authority also the accountable body for the West of England Local Enterprise Partnership.

We are an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support needed during the recruitment process.

The Service: The South West Net Zero Hub

Net Zero Hubs are a nationwide BEIS-funded initiative to support the identification, development and implementation of energy and net zero projects across five regional hubs. Set up in 2018, the Hubs have had six core objectives aimed at stimulating local

investment in energy projects. These are listed on the SWNZH page here: <https://www.swenergyhub.org.uk/about-us/>

The Government's Net Zero Strategy included a commitment to continuing the Local Net Zero Hubs (previously known as the local energy hubs) to support all areas of England to reach net zero, including those lacking capacity and capability, or those facing unique challenges. SWNZH are currently working with BEIS to define this continuation.

SWNZH assists on projects across a range of scales and sectors, with Hub assistance available to accelerate routes to market for programmes stuck in early feasibility stages. The South West Net Zero Hub (SWNZH) currently consists of four key programmes - Local Capacity Support for strategic regional energy projects, the Rural Community Energy Fund (closing March '23), Housing Retrofit and the Green Homes Grant Local Authority Delivery Scheme, and Non-Domestic Public Sector Decarbonisation.

SWNZH Local Capacity programme collaborates with eligible public sector organisations at any point through the development stages, from feasibility, business case, design and planning to financing. Where possible, the Hub looks to maximise benefits across the region by aggregating solutions to drive economies of scale. Further information on the Local Capacity programme is found here: <https://www.swenergyhub.org.uk/wp-content/uploads/2021/08/SW-Energy-Hub-Local-Project-Support-Aug-21.pdf>

Additionally, SWNZH also serves as a conduit between local energy actors and central Government, providing a combined voice for pan-regional energy issues, connecting local institutions together and sharing best practice across the five Hub regions.

The South West Partnership:

The South West Partnership, made up of the seven Local Enterprise Partnerships (LEPs) and their accountable body authorities in the south west region, are important supporting partners of the Hub. The Partnership members are:

Cornwall and the Isles of Scilly LEP and Cornwall Council
Heart of the South West and Somerset County Council
Dorset LEP
Solent LEP
Swindon and Wiltshire LEP
GFirst LEP and Gloucestershire County Council
West of England LEP and West of England Combined Authority

Each LEP area is represented on the programme steering group. The West of England Combined Authority is leading the Hub on behalf of the South West Partnership.

PURPOSE OF THE JOB

Reporting to the SWNZH Local Capacity Senior Project Manager, the post-holder will be supporting the development and delivery of projects in two LEP areas: Gloucestershire, and Swindon and Wiltshire.

The Project Manager will work with public sector clients, and their private and third sector partners, to define potential and deliver local capacity projects. In doing so, this should enable selected clients to bring forward sound business cases for investment. SWNZH team members will support the project manager in:

- Engaging organisations where they have previously been engaging and developing projects within these two LEP areas
- Collaborating and supporting on project development and delivery, ensuring creative and ambitious delivery of work

The post holder will apply robust technical and economic appraisal methods to the assessment and progression of projects. They will use their knowledge of and experience in the sustainable energy sector to manage projects through the development process from options assessment, feasibility through to securing capital finance. This will be primarily in the 2 LEP areas of Gloucestershire, Swindon and Wiltshire; supporting others team members' projects, where capacity may be needed and their skills are aligned.

In addition to sound capital project development and management experience, the post-holder will have the communication and networking skills to develop an awareness of the SWNZH in their LEP areas.

KEY RESPONSIBILITIES

- Represent the Hub at a local level, and advocate for the programme amongst key stakeholders and wider beneficiaries
- Identify energy project potential within the relevant area, working with stakeholders to identify viable schemes and associated business cases for investment
- Undertake site visits and desk studies, and engage with potential project leads to scope feasible local energy projects within the project pipeline, for prioritisation and endorsement
- Carry out energy project assessments and utilise wider team expertise to generate compelling business cases.
- Project Manage Hub support for energy project development through to financing/construction, utilising wider Hub resource as appropriate
- Identify where external support is required and develop specifications for this work, and to potentially work on joint procurement exercises with other projects being developed by the hub
- Identify, articulate and communicate actual and foreseen barriers to the delivery of projects in the pipeline, and work with stakeholders to identify and implement solutions

- Ensure effective communication is maintained throughout the programme
- Ensure key performance indicators are achieved
- Provide detailed performance reporting

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge:

- Educated to degree level or equivalent
- Knowledge of the principles, methods, techniques and tools associated with the project lifecycle ideally applied in the sustainable energy sector
- Knowledge of the energy system, technologies and markets
- Understanding of the legal and economic issues affecting project viability and delivery

Experience:

- Successfully developing and delivering capital projects of significant size and scale from start to end, including business case, finance, risk management, governance and monitoring of performance, in the sustainable energy sector
- Managing multi-agency Partnerships and developing strong stakeholder networks in the public, private and not for profit sectors
- Providing advice of a technical and financial nature across a range of complex projects, representing these issues clearly and persuasively both internally and externally

Skills and Competencies:

- Ability to identify funding priorities, attract finance and support strategic investment decisions
- Ability to write compelling business cases
- Highly developed skills in partnership working and ability to deal professionally across all levels of the organisation
- Excellent written and oral communication skills with ability to create reports and presentations to a high standard
- Understanding of project financial management, including planning, forecasting and monitoring
- Ability to analyse problems, situations and information and present innovative and feasible solutions.

DESIRABLE

- Professional project management qualification (e.g. PRINCE2/PMQ/MSP)
- Knowledge of local energy generation and distribution

REWARDS AND BENEFITS

Staff receive:

- 25 days annual leave, rising to 30 after five years' continuous service, plus bank holidays, pro rata
- Auto-enrolment into the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Commuter Travel Club - all employees can sign up to receive discounted monthly bus tickets, unlimited bus travel for work or leisure within your chosen zone, automatic ticket renewal and price freeze for 12 months.
- The Combined Authority has adopted a Hybrid working approach, which enables employees to split their week between working in the workplace and working remotely. Hybrid Working forms just part of the flexible working options that the Combined Authority is offering as the new way of working. Flexible working is an arrangement that enables employees to have a way of working that suits employee and employer needs whilst maintain a work-life balance.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £9.90 - higher than the government minimum for over 23s, currently £9.50 per hour

It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

