

JOB DESCRIPTION

JOB TITLE:	Project Manager - South West Local Net Zero Hub
MANAGED BY:	Senior Project Manager - Local Capacity; David Lewis
GRADE:	Grade 10 (£42,503- £46,549)

BACKGROUND

The West of England Combined Authority is seeking to appoint a Project Manager to join the South West Net Zero Hub

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success. Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

Note to candidates: we know that long lists of criteria can be daunting, and that some candidates will not apply for a role unless they feel they are 100% qualified. If you feel you meet at least some of the essential criteria below, we still encourage you to apply.

If you need any additional support during the recruitment process, please get in touch.

The South West Net Zero Hub (SWNZH)

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. We have Five core objectives aimed at stimulating local investment in energy projects:

1. Support the development of business cases for commercial investment and helping local authorities and other local public sector bodies to develop investment models which accelerate progress to net zero.
2. Increasing the number, quality, and scale of local net zero projects being delivered across the region.

3. Supporting net zero elements to wider Government programmes and initiatives
4. Supporting a national knowledge transfer programme to improve information sharing.
5. Raising local awareness of opportunities for and benefits of local net zero investment

The Government's Net Zero Strategy included a commitment to continue funding 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 helps with projects across a range of scales and sectors and is here to find ways to get programmes moving when stuck in stages of project development. The hub itself has four key programmes - Net Zero Project Development support (where this current opportunity sits), community energy, housing retrofit, and non-domestic public sector decarbonisation.

The Net Zero Project Development support programme works with 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 finding common solutions. Although slightly out of date, this document contains some useful detail about our programme. <https://www.swenergyhub.org.uk/wp-content/uploads/2021/08/SW-Energy-Hub-Local-Project-Support-Aug-21.pdf>

The hub also plays a key role in linking local and central government, as well as connecting organisations across the region, sharing information and best practice, and championing net zero regionally and nationally.

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 for the Heart of South West LEP area.

As a member of the Net Zero Project Development support team, your primary role will be to support local authorities and wider stakeholders in meeting their net zero goals. You will develop trusting relationships with key individuals, and support them by identifying opportunities, developing these into deliverable projects, and enabling their delivery through continued support. The form and scope of support will vary by organisation, individual and project need, but first and foremost, the hub provides an independent, and impartial source of expertise.

Ways in which we help:

- Critical friend - providing ad-hoc input and review of key documents and project development
- Listening to key concerns around delivery of net zero ambitions, and seeding ideas of potential solutions to take forwards [together]
- Supporting existing project ideas through technical support and advice to get them moving forwards [ensuring creative and ambitious delivery of work]

- Playing a coordinating role where projects require collaboration between multiple players and supporting on project development and delivery,
- Procuring consultants to move a project forward, when the expertise or capacity cannot be met by the hub team

Most of the South West region's Local Authorities have declared climate emergencies and set themselves some really challenging targets. They have great people, and the desire to make big changes, but can't always get things moving as quickly, or at the scale, as they would really like. This is where you come in. We are looking for someone with drive and determination, who can support others in identifying and delivering energy/net zero projects. Who can join the dots and connect up people and places, providing the support that makes the difference.

The role provides a real breadth of possibility, and hence we are looking to recruit as diverse a skill set as we can. Beyond the technical skills listed in the person spec, what we really need is...

- Lateral thinking, creative solutions
- Someone who can see the big picture, but also break it down into real world deliverables
- Enthusiasm, interest in the sector, and a desire to make change
- Curiosity: a desire for continuous learning - this is not a static sector!
- Someone who can be vocal and visible professionally, in whatever way works for you.
- Ability to communicate complex issues to a variety of audiences, both technical and non-technical

The current team has a range of flexible working arrangements in place, so if this is important to you, you will fit right in (standard office hours are also available)

KEY RESPONSIBILITIES

- Represent the Hub at a local level, and advocate for the programme amongst key stakeholders and wider beneficiaries
- Identify energy/net zero project potential in your assigned LEP 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/net zero projects within the project pipeline, for prioritisation and endorsement
- Carry out energy/net zero project assessments and draw on wider team expertise to generate compelling business cases.
- Project manage Hub support for energy/net zero project development through to financing/construction, making use of wider Hub resource as appropriate.
- Identify where external support is required and develop specifications for this work, including 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

Alongside a competitive salary, we offer an excellent benefits package including:

- 26 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

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 £14.21 - 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 as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.