

JOB DESCRIPTION

JOB TITLE:	Low Carbon Project Officer
MANAGED BY:	Regional Low Carbon Delivery Programme Manager initially, then Retrofit & Renewable Energy Project Manager
GRADE:	Grade 8 27-31 (£33,820-£37,261)

BACKGROUND

The West of England Combined Authority is seeking to appoint two Low Carbon Project Officers to join the Regional Low Carbon Delivery (RLCD) team.

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.

You will be a key player in leading our response to tackle the climate and ecological emergency. We are delivering on the West of England's Climate and Ecological Strategy and Action Plan and making the West of England the bee and pollinator capital of the U.K. as we push to reach our very ambitious net zero targets by 2030. Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

Reporting into RLCD, the Low Carbon Project Officers will specialise in low carbon project support. They will:

- Support the Project Manager with renewable energy and retrofit projects such as the Retrofit Accelerator, Solar Together, Innovative Housing Retrofit Scheme, Local Energy Scheme and Green Recovery Fund energy projects;
- Help deliver the Metro Mayoral priority to tackle the climate & ecological emergency.

KEY RESPONSIBILITIES

The successful candidate will be expected to work to support the team in the delivery of project management functions, including the following tasks:

- To assist in the production of project contracts/funding agreements.
- To contribute to the achievement of project milestones/deliverables and ensure relevant legislation, proscribed processes and funding conditions are adhered to.
- To contribute to the identification of project level opportunities and risks as they arise and resolve where appropriate or recommend options to the Project Manager.
- To utilise the Combined Authority's project management databases and systems in recording accurate and up to date project (including Monitoring and Evaluation) information.
- To use financial management processes/procedures/best practice, to ensure project funding is effectively and lawfully utilised, such as managing in compliance with subsidy control processes and emerging UK legislation and HM Treasury's' Managing Public Money guidance.
- To carry out all necessary checks and assurances, in a timely manner, on all requests for funding (such as grant claims and invoices) as they are received and recommend further action to the Project Manager.
- To ensure that effective external work relationships are established and maintained with stakeholders, particularly with UK government departments and recipients of funding, including to contribute to the successful staging of events and meetings.
- To ensure accurate advice and guidance is given in response to all project queries and effectively liaise with all relevant stakeholders on project progress.
- To contribute to co-operative working across Combined Authority teams and with external stakeholders.
- Always to undertake such other duties and responsibilities as may be determined from time to time by the line manager in consultation with the post holder.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level or with equivalent work experience.
- Significant knowledge of project management, including a good understanding, and demonstrable use of key performance indicators. Professional qualification in project management (such as PRINCE2) and/or equivalent experience in project management.
- Knowledge of contractual requirements of public funding.
- Knowledge of effective records management processes and their application, particularly in ensuring project files remain audit proof and that data security practices are upheld.

Experience

- Significant experience of working on large-scale projects with competing demands, often to tight and varying timescales.
- Significant experience of communicating (oral and written) with a wide range of people, including external stakeholders, and of explaining technical/complex information in an easy-to-understand manner.
- Experience of financial management of projects, such as ensuring budgetary thresholds are not breached and cashflow is accurately profiled.
- Using diagnostic tools, data, and evidence to aid decision making.
- Experience of supporting grant funding applications and bid writing.
- Experience of supporting the design and delivery of projects and programmes.

Skills and Competencies

- Highly proficient in the use of standard Microsoft Office products, including Outlook, Word, and Excel.
- Very organised, with an ability to prioritise and focus on what is important, with the confidence to constructively challenge existing working practices.
- Able to work with a minimum of supervision and as part of a multidisciplinary team.
- Able to interpret complex regulations/legislation.
- Able to assimilate new information quickly and accurately.
- Problem solving and analytical skills.
- Excellent oral and written communication skills.
- Commitment to seeing tasks through from start to completion.

DESIRABLE

Qualifications and Knowledge

- An awareness of and understanding of the climate and nature emergency.
 - Experience of local and UK government policies, practices and procedures.
 - An understanding of public funding and related regulations/legislation.
 - An understanding of data analytics.
 - Design and digital skills to produce visualisations, infographics and illustrations.
- Interest in climate emergency and equality, diversity and inclusion.

REWARDS AND BENEFITS

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

- 26 days Annual Leave plus bank holidays (from 1st April 2023)
- 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 just 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.

