

JOB DESCRIPTION

JOB TITLE:	Retrofit Project Manager - Housing Retrofit
MANAGED BY:	Housing Retrofit Manager
GRADE	10

THE ROLE

The West of England Combined Authority is seeking to appoint a Retrofit Project Manager to join the Environment team.

The Service: The South West Net Zero Hub

Net Zero Hubs are a nationwide Department for Energy Security & Net Zero 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.swnetzerohub.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, Community Energy Support, Housing Retrofit including the Social Housing Decarbonisation Fund and Non-Domestic Public Sector Decarbonisation.

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 Board. The West of England Combined Authority is hosting the Hub on behalf of the South West Partnership.

Reporting to the Housing Retrofit Manager, the post-holder will manage Government Grant home energy projects. This new role will work within the current Housing Retrofit Team.

We are seeking a highly motivated Retrofit Project Manager to oversee multiple Social Housing retrofit Projects. The Retrofit Project Manager will lead a consortium of Social Housing providers through a government grant scheme

The post holder will collaborate with colleagues ensuring delivery of the financial processes of the SW Net Zero Hub's housing retrofit Projects, alongside the associated governance, communication, and reporting. The financial and numerical aspects of this position are essential and applicants need to have excellent highly developed finance and data skills and high sense of attention to detail

The role requires someone familiar with grant schemes and has knowledge of project monitoring and reporting processes.

The post holder will apply excellent project management methodology to manage retrofit Projects across the South West.

Knowledge of energy efficiency would be an advantage though is not a requirement. Experience gained in social housing, council authority, government body, or similar will be an advantage but is not essential.

This role contributes to and supports the delivery of projects to assist thousands of homes across the South West impacted by fuel poverty and is a role that can really help make a difference.

This position is ideal for a professional in the construction industry who aims to enhance their abilities in the growing retrofit market, a data/accounting . The position is open to PAS 2035 Coordinator graduates or surveyors with an interest in sustainable housing who are seeking to further develop their project skills, as well as construction managers who desire a more diverse and stimulating role.

This role would be ideal for an individual who is looking to work within our expanding projects team working from home and occasionally working from our Bristol Office with flexibility around when this occurs.

KEY RESPONSIBILITIES

- Managing housing retrofit projects by using recognised project management tools such as PRINCE2 or APM PMQ
- Setting and managing a budget that maintains the objectives and criteria of the Grant Funding, validating Grant claims, and processing grant claims and invoices
- Support Consortium members to ensure projects run smoothly, are completed on time, within budget, and to the required quality standards
- Maintain and develop relationships with funding bodies such as Department for Energy Security & Net Zero
- Consistently monitoring the costs, progress, and quality of a project
- Ensuring effective communication with stakeholders to understand and develop clear understanding and requirements, while resolving project outputs and queries
- Developing relationships with contractors and suppliers
- Coordinating all project team members so workflow remains on schedule, managing the project change process as required
- Monitoring and reviewing project progress, and assisting in producing performance management reports and related paperwork
- Supporting grant funding applications and tendering
- Evaluating projects and reporting on outcomes
- Coordinating and participating in regular meetings with project partners and delivery organisations
- Ensuring all relevant information such as risk assessments, project plans, budgets, and reports are updated and maintained
- Managing project invoicing liaising with both internal and external stakeholders to ensure invoicing details and necessary evidence aligns with contract requirement and WECA process.
- Identify, articulate, and communicate actual and foreseen barriers to the delivery, and work with stakeholders to identify and implement solutions
- Ensure grant payment requests are correct before uploading to the accounts payable system
- Provide analysis and report programme progress
- Support the Net Zero Hub team in the delivery of key project activities
- Work flexibly to support and represent the work of SWNZH across the region.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Bachelor's degree in a related field or PAS 2035 Coordinators qualification
- Minimum of 3 years experience in either construction, financial project management, project management, local government, or social housing projects
- Excellent computer skills, with working knowledge of Word, , PowerPoint, and Excel
- Strong leadership and management skills with the ability to coordinate and motivate a diverse consortium

Experience

- Experience gained in a similar project management role would be an advantage
- Experience in Retrofit and PAS2035
- Experience gained in a related industry to that of our clients (e.g., social housing, third sector, council authority, governmental body)
- Experience gained working with partner agencies, private businesses, and local communities
- Developing effective stakeholder relationships

- Ability to prioritise work independently, and work across a range of tasks daily
- Excellent Financial skills and experience in reporting, accruals, invoicing especially in a grant environment
- Good digital skills across a wide range of software programmes and tools, including MS Office
- Partnership working and ability to deal professionally across all levels of the organisation
- Ability to analyse problems, situations, and information and present innovative and feasible solutions
- Excellent organisational skills, with the ability to coordinate the activity of a dispersed team
- Good communicator with good written English
- Excellent organisational skills, with the ability to support the activity of a dispersed team
- Superb communication and organisation skills, both written and verbal
- Ability to work with minimal supervision
- Ability to work within a team structure
- Flexible approach to work

DESIRABLE

Qualifications and Knowledge

- Knowledge of housing energy efficiency data and policies.
- PAS 2035 qualifications
- Membership of relevant professional institute

- Experience in applying project/programme management discipline to the co-ordination of a work programme or service
- Experience working in delivering construction type projects
- Experience with budgeting, financial reporting, and contract management

Skills and Competencies

- Project management skills, with experience in managing complex programs of work