

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Head of Net Zero Delivery - Environment
<b>MANAGED BY:</b>	Head of Environment
<b>GRADE:</b>	HoS1

### BACKGROUND

The West of England Combined Authority is seeking to appoint a Head of Net Zero Delivery within the Environment Directorate.

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 take decisive action to tackle the climate & nature emergencies, 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. The Combined Authority is also funded to host and oversee delivery of the South West Net Zero Hub, on behalf of the Department for Energy Security and Net Zero.

The West of England Combined Authority is an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support they may need during the recruitment process.

### THE ROLE

Reporting to the Head of Environment, you will lead the development and delivery of our two major Net Zero Delivery programmes and services which support the Metro Mayor's priorities for protecting our regions environment and the delivery of services for the Department of Energy Security & Net Zero.

As a member of the Environment Directorate Management Team, you will work with other Heads of Services and senior managers to deliver an integrated portfolio of activity worth over £50m across the West of England and the wider South West.

You will manage a team of senior programme and project managers who are responsible for individual delivery and will bring these together in a way which ensures they are

greater than the sum of parts. You will also be responsible for targeting and securing new funding opportunities, to develop and maintain a sustainable service focussed on our strategic objectives.

In doing this, you will need to ensure that activity is considered, developed with, and visible to other Combined Authority Service Leads and senior officers within Local Authorities, as well as key senior external stakeholders across the public, private and third sectors.

This new role comes with considerable responsibility and requires applicants to have significant experience in the field of Net Zero delivery.

## KEY RESPONSIBILITIES

- Responsible for the development and leadership of the Net Zero portfolio, with a wide range of projects and programmes including the SW Net Zero Hub and the West of England Regional Low Carbon Delivery Programme.
- Direct the commissioning, procurement and management of resources required for the delivery of projects and programmes; and ensure good quality delivery (to time and budget), reporting and risk management.
- Direct the reporting of progress to internal and external stakeholders and through the democratic governance structure of the Combined Authority, as well as the Department for Energy Security and Net Zero.
- Direct the production of business cases to bid for funding through the organisations governance system, Central Government, and other third-party funders.
- Manage performance and professional development needs across the Net Zero Delivery.
- Work in partnership with a range of regional and national stakeholders, including the regional universities, employers (large and small) and business representative organisations, to develop and deliver solutions.
- Drive forward system improvement within the region, by working with key stakeholders to co-ordinate existing and new activity and by influencing, shaping, and supporting developments nationally.
- To represent the West of England and the SW Net Zero Hub by inputting into a range of regional and national events, organisations, and networks.
- To adhere to all policies, practices, and procedures i.e. financial management, legal matters including procurement and those associated with the workforce including Health and safety promoting employee engagement and ensuring good practice is in place.
- Line management of 2 Senior Programme Managers, plus potential for more line management depending on service needs
- To deputise for the Head of Environment as required.

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Degree level or equivalent standard of general education, gained in a relevant specialism
- Strategic understanding of the directorate specialism - experience of working at senior level in a role targeted towards Net Zero
- Knowledge of relevant legislation, regulations, national policies and professional best practice
- Knowledge of public sector funding sources, finance procedures and budget management
- Experience of key local, regional and national government politics, political structures and culture

#### Experience

- Leading and directing multi-disciplinary teams.
- Working in a complex stakeholder environment at a senior level and can demonstrate ability to develop and maintain effective relationships.
- Ensuring that internal and external stakeholders understand strategic visions and delivery plans.
- Working with and advising senior officers and elected members.
- Influencing Local Authorities to coordinate, co-develop and deliver collaborative solutions.
- Drafting high-quality documents, suitable for public facing committees and publications.

#### Skills and Competencies

- Excellent communication, influencing and negotiation skills in a range of environments
- Ability to give appropriate, timely, targeted advice to support strategic decision making, ensure strong governance and financial management
- Ability to build partnerships internally and externally
- Ability to manage relationships and partnerships with a focus on the long-term, openly sharing to build trust, manage conflict and enable an understanding of the common ground.
- Ability to take a strategic approach, building coalitions or relationships to gain support over the long-term
- Demonstrable track record of leading and inspiring teams, motivating staff and developing a positive organisational culture

- Excellent interpersonal skills to command the confidence of colleagues, Members and external partners.
- Ability to balance logical and analytical approach to decision making whilst bringing innovative solutions to complex problems

## REWARDS AND BENEFITS

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

- 26/31 days annual leave plus bank holidays (from 1<sup>st</sup> 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 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.

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## 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 £10.42 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.