

JOB DESCRIPTION

JOB TITLE:	Retrofit and Green Skills Manager
MANAGED BY:	People & Skills Commissioning Manager
GRADE:	Grade 10

BACKGROUND

The West of England Combined Authority is seeking to appoint a Green Skills lead to join the People and Skills service management 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 making the West of England the best it can be for jobs, training and business. We are delivering on bringing secure and fairly-paid jobs to the region, supporting people to gain new skills, and businesses facing economic uncertainty. We are building on our reputation as a region of innovation and creativity.

Our Mayor has clearly stated his ambition to create 23,000 green jobs over his first term, and these jobs will need a supply of people with the right skills and green credentials. This role will help us achieve that.

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

THE ROLE

Reporting to the People & Skills Commissioning Manager, the Retrofit and Green Skills Manager will be responsible for all elements of the delivery of the Retrofit Step Up project and in addition will lead the development of creative solutions to bring together and maximise uptake of green skills training, with a particular initial emphasis on meeting the fast emerging demand for retrofit skills. The postholder will focus on ensuring that we embed green skills into all our skills planning, maximising contribution

to the low carbon economy and will build a strong consensus and shared understanding of the roles and opportunities available in this sector, working across the Combined Authority and with our stakeholders, partners and existing networks. The postholder will need to be highly proactive, self-driven and able to work autonomously.

The postholder will -

- Project Manage the development and delivery of the Retrofit ‘Step Up’ programme
- Coordinate analysis of information, data and intelligence on emerging green skills demand and supply to build a strong shared understanding of green skills needs and regional provision;
- Lead consensus building with education providers, strategic stakeholders and Awarding Bodies to bring about change to provision and services, including building cases to influence national policy and qualifications for green skills;
- Lead and direct collaboration across the Combined Authority to ensure that green skills provision is incorporated into programme design, commissioning and delivery of projects, services and programmes;
- Measure and monitor progress for green skills delivery, including building reports and dashboards to show how we are delivering real outcomes against the Mayor’s green skills and jobs priority.

You will form part of the People & Skills Service and report directly to the P&S Commissioning Manager but will be required to form close working relationships with staff at all levels in the Environment Directorate to both shape the ask for skills and form a conduit for information from the P&S Service into the Environment Directorate, across all areas. This is a key position on one of the Mayor’s top priorities and a passion to add value to the low carbon agenda, while building consensus, is essential.

KEY RESPONSIBILITIES

The key responsibilities of the role are as follows:

- Project manage delivery of the Retrofit Phase II ‘Step Up’ programme to drive up demand for retrofit assessments and training. This includes:
 - Managing a budget of approx. £0.5m
 - Devising and running marketing/awareness campaigns in close alignment with the wider Retrofit Phase II around consumer and business demand
- Project manage the identification of immediate and emerging skills needs to meet current and future demand across all areas of opportunity and job level, to build a ‘roadmap’ for green skills demand. This work will be delivered via work with technical experts including subject area specialists in the Environment Directorate to identify patterns, emerging trends and changing employer demand for skills
- Convene, lead and manage a sector specialist group of external stakeholders and partners to harness expertise on green skills and to build a thorough and shared understanding of current and future green skills provision (this group will need to work closely alongside and report into the Skills Advisory Panel, and align with the CESAP, Employment and Skills Plan, Retrofit Accelerator and South West Net Zero Energy Hub (SWNZEH))

- Build a framework for the green skills eco-system which links green skills initiatives and identifies gaps (informing commissioning through funding streams such as AEB, Bootcamps, Mayoral Priority Skills Fund etc). Work with key internal contact and stakeholders to achieve this including: Head of People & Skills, People and Skills Programme and Commissioning Managers, Project Managers, Council skills leads, local providers and strategic national and regional stakeholders
- Ensure that sector-based qualifications are fully mapped, taking a lead on understanding how green skills are incorporated into qualifications to gain a clear understanding of which qualifications include elements of green skills training and identifying key gaps and opportunities to incorporate green skills training across a range of existing and emerging qualifications (both internal and external)
- Work directly to influence national awarding bodies to ensure that qualifications are developed or adapted at pace to meet provider, employer and individuals' needs
- Research and map barriers to take up of green skills and in partnership with a range of stakeholders, devise solutions to overcome barriers.
- Lead regional work with our full range of strategic delivery partners (e.g. National Careers Service, FE and HE providers, independent training providers, Local Authorities, DWP, ERB leading on the Local Skills Improvement Plan (LSIP), SWNZEH etc.) to ensure green career pathways and training are included in the advice given to individuals so that those providing advice, guidance and support at the frontline have a real understanding of green skills, jobs and pathways
- Work closely with the People & Skills Analyst to ensure that LMI, data packs, careers information packs and other materials are created which show the range of green career paths open to young people and adults and ensure these are included on Skills Connect
- Lead the development of appropriate monitoring arrangements to measure real outputs (e.g. training received, qualifications achieved) and ensure outcomes (eg. people taking up green jobs, people going to further green training etc) are captured and able to be reported via the People & Skills dashboard
- Identify and exploit new government initiatives or funding affecting any area of green skills or training, with regard to individuals, communities, small and larger employers and seek to bring influence to government to better serve the regional agenda
- Present to external audiences and stakeholders at all levels on the Combined Authority's ambition, delivery and targets in relation to green skills, feeding in information, LMI and other evidence to support take up of green provision

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Education to degree level or able to demonstrate equivalent professional experience in a relevant sector
- Knowledge and experience of at least one element of green skills provision, either from a commissioning or delivery perspective
- Knowledge of Education and Skills funding systems and/or understanding of national qualifications frameworks

Experience

- Experience of managing large scale employment and/or skills projects or programmes, with demonstrable track record in delivering outcomes and impact
- Experience of working with and influencing teams to bring focus on a specific agenda while ensuring you take people with you
- Experience of working in a complex, multi-stakeholder environment
- Experience of developing plans, based on reviewing and preparing complex information and data, and presenting these in a clear and accessible way to non-specialists
- Experience of managing delivery and ensuring accurate reporting against agreed objectives, outputs and outcomes
- Broad experience of the employment and skills landscape having worked in areas such as: schools, FE, HE, local Authority and/or Government institutions.
- Experience of working with and advising senior officers and preferably Local Government Councillors
- Experience of collating, preparing and presenting complex information to a range of key stakeholders to secure engagement and buy-in
- Broad experience of working in employment and skills environments such as: FE, HE, Local Authority, awarding bodies and/or Government institutions

Skills and Competencies

- Excellent engagement and influencing skills, with the ability to network and negotiate up to most senior levels
- Excellent written and verbal communication skills, with the ability to set out

complex initiatives or ideas to a range of audiences

- Able to plan own workload and take proactive and independent action to ensure plans stay on track
- Excellent problem solving and analytical skills, including ability to work with statistics and detailed technical LMI
- Ability to translate national and international priorities into a regional and local context and vice versa
- Demonstrate an ability to make a positive contribution to the achievement of corporate and service strategic objectives
- Excellent self-starter, able to draw on own resilience to manage own workload and work with little supervision
- Able to motivate and lead others, where not the direct line manager and to build consensus
- A demonstrable commitment to West of England Combined Authority values

DESIRABLE

Qualifications and Knowledge

- Understanding of the low carbon agenda and the range of green skills required to deliver on the Combined Authority and region's ambition for net zero
- Knowledge of existing green skills provision and/or sector specific 'green' qualifications.

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.