

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Heat Network Zoning Stakeholder Lead
<b>MANAGED BY:</b>	SW Energy Hub Building Decarbonisation Manager
<b>GRADE:</b>	10

### BACKGROUND

The West of England Combined Authority is seeking to appoint a Heat Network Zoning Stakeholder Lead to join the South West Net Zero Hub.

#### **The Service: The South West Net Zero Hub**

Net Zero Hubs are a nationwide Department for Energy Security & Net Zero (DESNZ) - 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 South West Net Zero Hub (SWNZH) page here:

<https://www.swnetzerohub.org.uk/about-us/>

SWNZH delivers and assists projects across a range of scales and sectors. The South West Net Zero Hub (SWNZH) currently consists of five key programmes - Project Development Support for local energy projects, Local Energy Advice Demonstrator, Non-Domestic Public Sector Decarbonisation, Housing Retrofit including the Social Housing Decarbonisation Fund and Community Energy Fund

Additionally, SWNZH serves as a conduit between local energy actors and central Government, providing a combined voice for pan-regional Net Zero issues, connecting local institutions together and sharing best practice across the five Hub regions.

To lead delivery of these new projects we are creating a new Regional Delivery Team, which will be responsible for the successful set up and implementation of the Community Energy Fund and Skills Pilot, alongside existing work including the Local Energy Advice Demonstrator, regional data & reporting, programme co-ordination and other whole region projects and works areas as they develop. The Senior Project Manager will join us to shape and develop this new team.

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 SW Energy Hub Building Decarbonisation Manager, the post holder will be tasked with spreading awareness of Heat Network Zoning in the first instance but potentially guide on a range of other functions in time (identification & refinement of zones, data collection, comms & engagement, consultation, procurement, and contracting)

They will:

- Provide expertise focused on awareness, change, facilitation and implementation.
- Focus on the impact of Zoning within local context.
- Operate as an arms-length/semi-independent body from the department to improve open communication and feedback.
- Provide return on investment and value for money - strategically important now and into the future (strengthening future pipeline).

## KEY RESPONSIBILITIES

- Stakeholder Engagement and Relationship Management:
  - Build and maintain strong relationships with Local Government/Authority stakeholders.
  - Understand and address the unique needs and concerns of different stakeholders.
  - Act as a liaison between the DESNZ and local stakeholders to ensure clear communication and mutual understanding.
- Change Management and Behavioural Adjustment:
  - Develop and implement strategies to facilitate smooth change/implementation processes within local government contexts.
  - Encourage and support stakeholders in adapting to new systems, processes, or cultural shifts.
  - Identify resistance or challenges to change and deploy effective mitigation strategies.
- Awareness and Vision Communication:
  - Communicate the vision and benefits of the future state to stakeholders in a compelling and accessible manner.
  - Organise and facilitate workshops, meetings, or presentations to enhance understanding and buy-in.
  - Develop and distribute informative materials that outline changes and their impacts.
- Local Context Application:
  - Translate with local stakeholders broad plans into actionable, context-specific strategies for local implementation.
  - Ensure that local nuances are considered in the planning and execution of initiatives.
- Intelligence gathering
  - Systematically collect feedback and data from local implementations.

- Analyse/assess the effectiveness of implementation and identify areas for improvement.
- Report findings back to the department to inform ongoing and future initiatives.

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Bachelor's degree or higher qualification, or equivalent experience in a related discipline.
- *Strong* understanding of local government systems and processes.
- An understanding of Heat Network Zoning
- Working knowledge of change management
- Excellent communication, interpersonal, and relationship management skills.
- Ability to translate complex plans into practical, localised strategies.
- Analytical skills with a focus on data-driven decision making.

#### Experience

- Proven experience in change management, stakeholder engagement, communications or a similar role.
- Proven track record of developing and maintaining effective relationships with key stakeholders with the ability to work and collaborate with a wide range of stakeholders.
- Proven track record in undertaking intelligence gathering/research activities and production of high-quality written reports.
- Experience of project reporting and analysis
- Excellent presentation skills: the ability to present complex ideas in a comprehensive but accessible format.

#### Skills and Competencies

- **Strategic Thinking:** Ability to envision the broader impact of local actions in the context of department goals.
- **Adaptability:** Flexibility in handling change and guiding others through transitions/change.
- **Influential Communication:** Effectively convey ideas and motivate others towards a common goal.
- **Problem-Solving:** Identify challenges and develop effective solutions.
- **Collaborative Approach:** Work effectively with diverse stakeholder groups, fostering cooperation and mutual respect.
- Ability to solve problems and pre-empt issues.
- Ability to write reports/proposals/professional briefings and adapt outputs for different audiences.
- Ability to work independently and as part of a team.

## DESIRABLE

### *Qualifications and Knowledge*

- Knowledge of net zero policy and heat decarbonisation
- Technical knowledge of heat networks and related technologies

## REWARDS AND BENEFITS

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

- 26/31 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 the 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 £15.17 - higher than the government minimum for over 21s, currently £11.44 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.

## WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter.

The [Good Employment Charter](#) is a voluntary membership and accreditation scheme aimed to create an active network of employers within the West of England that are committed to



supporting the basis of 'good work'. The Good Employment Charter is defined by seven key characteristics of good employment: recruitment, secure work, Real Living Wage, developing people, health & wellbeing, flexible work and engagement & voice.