

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Programme Manager- South West Net Zero Hub
<b>MANAGED BY:</b>	Head of Service- Net Zero Delivery
<b>GRADE:</b>	13

### BACKGROUND

The West of England Mayoral Combined Authority is seeking to appoint a Programme Manager- South West Net Zero Hub to join the Environment team.

This is an exciting time to join the West of England Mayoral Combined Authority: 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.

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

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 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 DESNZ 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 Partnership area and their accountable body authorities in the south west region, are important supporting partners of the Hub.

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.

## THE ROLE

Reporting to the Head of Service- Net Zero Delivery, the post-holder is responsible for the design and implementation of the programmes to ensure objectives and Key Performance Indicators (KPIs) agreed between the Combined Authority and the Funder are delivered.

The post-holder will be responsible for successful delivery of the service to time, budget & quality, overseeing all aspects of programme lifecycles and managing Hub resource on a day-to-day basis, including a team of Project Managers.

In addition to sound energy sector knowledge and programme management experience, the post-holder will have the communication and negotiation skills to develop an effective partnership between the South West LEP areas, as committed partners in the service. The post-holder must also engage with multiple and varied stakeholders to build an effective network of contacts across the Combined Authority, partners in the South West region, government and beyond.

The Programme Manager will support the Combined Authority in developing policy and strategy to develop its Climate Emergency and Energy Strategy Action Plans.

## KEY RESPONSIBILITIES

- Lead the Net Zero Hub on behalf of the SW Partnership.
- Develop and manage Partnership governance arrangements.
- Identify strategic priorities for funding and work collaboratively with the Partnership to agree these.
- Represent the Hub at a local, regional and national level, and advocate for the programme amongst key stakeholders and wider beneficiaries.
- Manage Hub resource, forecasting future requirements and ensuring suitable budget is built into the programme business case.
- Effective delivery of the Net Zero Hub's Local Capacity, CEF and Retrofit programmes and pilot projects to achieve DESNZ KPIs.

- Direction over the commissioning, procurement and management of technical and delivery required for delivery of programmes
- Ensure effective communication is maintained throughout all programmes.
- Develop programme plans which can be used to deliver, evaluate, monitor and report on progress against agreed targets and to forecast delivery timescales, completion, resources and costs accurately.
- Manage programme risks through analysis, mitigation and contingency planning; where appropriate the post-holder will provide senior stakeholders with clear analysis, options evaluation and recommendations to enable decision-making.
- Manage programme budgets and actual/ forecast expenditure to within agreed tolerances, dealing with variances appropriately
- Build and maintain productive working relationships with relevant BEIS departments and other Net Zero Hub leads
- Report project progress to internal and external stakeholders
- Develop options for maintaining the service beyond the funding period and explore these with key partners.
- Work with the Communications team to ensure appropriate communication plans are in place.
- Line management of team members, this includes (but is not limited to) objective setting, performance management/appraisals and providing leadership, mentoring and coaching/support through regular 1-2-1s and anything other duties commensurate to the grade.
- 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 equivalent
- Good Knowledge of project management methodologies
- Good Knowledge of the energy system and principles of sustainable development
- Knowledge of UK & EU Public Procurement requirements
- Member of Energy Institute or similar professional body

#### Experience

- Experience of managing multi-agency Partnerships and advocating at a senior level
- Experience of leading programmes of work of significant size and scale from start to end, including budgets, risk management, governance and monitoring of performance
- Experience of taking forward strategy and commissioning delivery, preferably in an energy context
- Experience of effective resource management
- Experience of line management

#### Skills and Competencies

- Ability to identify funding priorities and attract investment
- Understanding of the requirements of commercial business cases and strategic investment decisions
- Highly developed skills in partnership working at strategic levels and ability to deal professionally across all levels of the organisation with a range of often conflicting views, working collaboratively to agree priorities and achieve shared outcomes
- Excellent written and oral communication skills with ability to create reports and presentations to a high standard
- Understanding of programme financial management, including planning, forecasting and monitoring
- Understanding of public sector organisational structures and culture

### DESIRABLE

#### *Qualifications and Knowledge*

- Professional project management qualification (e.g. PRINCE2/MSP/Agile)
- Knowledge of local energy generation and distribution
- Basic understanding of State aid regulations

## 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 23s, 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 the MCA, 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.

