

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Low Carbon Project Officer
<b>MANAGED BY:</b>	Low Carbon Business Support Project Manager
<b>GRADE:</b>	Grade 8 (£35,745-£39,186) Fixed term contract to 31 <sup>st</sup> March 2025

### BACKGROUND

The West of England Combined Authority is seeking to appoint a Project Officer to join the Low Carbon Business Support 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 leading our response to tackle the climate and ecological emergency. We are delivering on the West of England's Climate and Ecological Strategy and Action Plan and making the West of England the bee and pollinator capital of the U.K. as we push to reach our very ambitious net zero targets by 2030.

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

### THE ROLE

Reporting into the Low Carbon Business Support team, the Low Carbon Project Officer will specialise in the delivery of project support to small and medium enterprises. They will:

- Support the Project Manager and the team to delivery business support programmes including Green Business Grants, Rooftop Solar Grants and Carbon Surveys
- help deliver the Metro Mayoral priority to tackle the climate & ecological emergency.

## KEY RESPONSIBILITIES

The successful candidate will be expected to work to support the team in the delivery of project management functions, including the following tasks:

- Acting as a first point of contact to deal with enquiries and complaints from potential grant applicants, grant beneficiaries and other stakeholders; ensuring accurate advice and guidance is given in response to all queries.
- Production of project grant offers and funding agreements.
- Contribute to the achievement of project milestones/deliverables and ensure relevant legislation, proscribed processes and funding conditions are adhered to.
- Contribute to the identification of project level opportunities and risks as they arise and take action where appropriate and/or recommend options to the Project Manager.
- Utilise the Combined Authority's databases and systems in recording accurate and up to date project (including Monitoring and Evaluation) information.
- Use financial management processes/procedures/best practice, to ensure project funding is effectively and lawfully utilised, such as managing in compliance with subsidy control processes and emerging UK legislation and HM Treasury's' Managing Public Money guidance.
- Carry out all necessary checks and assurances, in a timely manner, on all requests for funding (such as grant claims and invoices) as they are received and recommend further action to the Project Manager.
- Ensure that effective external work relationships are established and maintained with stakeholders, particularly with grant recipients, including to contribute to the successful staging of events and meetings.
- Contribute to co-operative working across Combined Authority teams and with external stakeholders.
- Supporting the promotion of offers, including planning and delivery of business engagement initiatives, developing social media campaigns, press releases, case studies and presentation material, with support from the Communications team.
- 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 with equivalent work experience.
- Awareness of and understanding of the climate and nature emergencies.
- Knowledge of project management, including a good understanding, and demonstrable use of key performance indicators.
- Knowledge of contractual requirements of public funding.
- Knowledge of effective records management processes and their application.

## Experience

- Significant experience of communicating (oral and written) with a wide range of people, including external stakeholders, and of explaining technical/complex information in an easy to understand manner.
- Experience of working on projects with competing demands, often to tight and varying timescales.
- Experience of financial management of projects, such as ensuring budgetary thresholds are not breached and cashflow is accurately profiled.
- Using diagnostic tools, data and evidence to aid decision making.
- Experience of supporting grant funding applications and bid writing.
- Experience of supporting the design and delivery of projects and programmes.

## Skills and Competencies

- Excellent IT skills including Outlook, Word, Excel and PowerPoint.
- Very organised, with an ability to prioritise and focus on what is important, with the confidence to constructively challenge existing working practices.
- Able to work with a minimum of supervision and as part of a multidisciplinary team.
- Able to interpret complex regulations/legislation.
- Able to assimilate new information quickly and accurately.
- Problem solving and analytical skills.
- Excellent oral and written communication skills.
- Commitment to seeing tasks through from start to completion.

## DESIRABLE

### *Qualifications and Knowledge*

- Professional qualification in project management (such as PRINCE2) and/or equivalent experience in project management.
- Experience of local and UK government policies, practices and procedures.
- An understanding of public funding and related regulations/legislation.
- An understanding of data analytics.
- Design and digital skills to produce visualizations, infographics and illustrations.
- Experience of using customer relationship management (CRM) software such as Salesforce or Microsoft Dynamics.
- Experience of carrying out data analysis using Power BI, Tableau or similar software.

## 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 £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.

## 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.

