

JOB DESCRIPTION

JOB TITLE:	Programme Support Officer - South West Net Zero SWNZH
MANAGED BY:	Senior Project Manager
GRADE:	Grade 7

THE ROLE

The West of England Mayoral Combined Authority is seeking to appoint a South West Net Zero Programme Support Officer, to join the South West Net Zero Hub (SWNZH) Team.

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/>

The SWNZH is currently a partnership of 12 First Tier Local Authorities spanning from the Isles of Scilly, up to the Forest of Dean and across to Swindon and Dorset. The MCA hosts the Hub.

SWNZH delivers and assists projects across a range of scales and sectors. The South West Net Zero Hub (SWNZH) currently consists of four key programmes - Project Development Team for local energy projects, Local Energy Advice Demonstrator, Non-Domestic Public Sector Decarbonisation and Housing Retrofit including the Social Housing Decarbonisation Fund. The Hub will also begin delivery on new programmes including a Community Energy Fund and work on regional skills.

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.

Overview of the role:

To co-ordinate the application, assessment, and support the monthly and quarterly reporting processes of SWNZH's flagship programmes including the Community Energy Fund and the Local Energy Advice Demonstrator alongside the associated governance, communication and reporting requirements.

To support the South West Net Zero Hub (SWNZH) team and provide project and programme support

The role requires someone who is numerate and has knowledge of project monitoring and reporting processes.

To deliver the Secretariat for the SWNZ Board in line with the West of England Mayoral Combined Authority's governance procedures

KEY RESPONSIBILITIES

- Support the CEF application process including logging of enquiries, tracking of applications and issuing of grant offer letters
- Develop and maintain the SWNZH project pipeline database, incorporating new projects and tracking and updating the status of shortlisted and live projects
- Provide analysis in Excel of the SWNZH project pipeline and CEF database to report programme progress
- Support the preparation of tender documents and the review of applications for projects accessing external consultancy support
- Maintain oversight of internal and external SWNZH communications, working closely with the WECA comms team to integrate approaches where relevant
- Plan and co-ordinate events relating to SWNZH activities and reporting on progress
- Manage the SWNZH team mailbox
- Support project managers on the delivery of key project activities, including procurement and payment
- Ensure that the regular cycle of reporting is co-ordinated efficiently
- Provide programme administrative governance including arranging the preparation of papers and briefings to the Hub Board in advance of quarterly meetings
- Capture and share action notes from key meetings and full Board reports and papers for the Hub Board meetings
- Support claims processing for SWNZH projects

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to either HNC or degree level in a relevant academic subject, or able to demonstrate equivalent experience.
- Knowledge of programme or project management disciplines and their practical application.

Experience

- The role would suit an experienced project or grant administrator.
- Experience of co-ordinating meetings and managing forward plans
- Experience of using a suite of IT packages to co-ordinate projects and programmes
- Experience of applying project / programme management discipline to the co-ordination of a work programme or service
- Experience of working with staff at all levels of an organisation to complete tasks
- Some experience of co-ordinating communication activity would be useful but not essential.

Skills and Competencies

- Some management competence and can operate with minimal direction
- Ability to prioritise work independently, and work across a wide range of diverse tasks on a daily basis
- Excellent organisational skills, with the ability to co-ordinate activity of a dispersed team
- Good communicator with good written English
- Comfortable working with many different people and organisations on a daily basis.

DESIRABLE

- Some experience of working in energy or sustainability sector