

JOB DESCRIPTION

JOB TITLE:	Senior Project Manager - South West Net Zero Hub
MANAGED BY:	Programme Manager - Jon Rattenbury
GRADE:	Grade 11 (£45,648 - £ 48,784)

BACKGROUND

The West of England Combined Authority is seeking to appoint a Senior Project Manager to join the South West Net Zero Hub 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 Service: The South West Net Zero Hub

Net Zero Hubs are a nationwide BEIS-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 BEIS 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, the Rural Community Energy Fund, Housing Retrofit including the Green Homes Grant Local Authority Delivery Scheme and Non-Domestic Public Sector Decarbonisation.

SWNZH Local Capacity programme collaborates with eligible public sector organisations at any point through the development stages, from feasibility, business case, design and planning to financing. Where possible, the Hub looks to maximise benefits across the region by aggregating solutions to drive economies of scale. Further information on the Local Capacity programme is found here: <https://www.swenergyhub.org.uk/wp-content/uploads/2021/08/SW-Energy-Hub-Local-Project-Support-Aug-21.pdf>

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 Partnerships (LEPs) and their accountable body authorities in the south west region, are important supporting partners of the Hub. The Partnership members are:

Cornwall and the Isles of Scilly LEP and Cornwall Council
Heart of the South West and Somerset County Council
Dorset LEP
Solent LEP
Swindon and Wiltshire LEP
GFirst LEP and Gloucestershire County Council
West of England LEP and West of England Combined Authority

Each LEP area is represented on the programme steering group. The West of England Combined Authority is leading the Hub on behalf of the South West Partnership.

THE ROLE

Reporting to the South West Net Zero Hub Programme Manager, the post-holder will manage our local capacity support service and team, which works with local authorities and LEPs to identify and develop low carbon energy projects. Our current pipeline has a capital cost value of over £385m. You will also lead project development in one of our LEP partner areas.

The Senior Project Manager will work strategically and operationally with public, private and third sector organisations to identify project opportunities and work with other members of the team to define an offer of support to enable selected projects to bring forward sound business cases for investment.

The post holder will apply robust technical and economic appraisal methods to the assessment of projects, developing bespoke approaches where necessary and managing projects through the development process from feasibility to securing finance.

In addition to capital project development and management experience, the post-holder will have the communication and networking skills to develop an awareness of the Net Zero Hub's programme and services in their area and widely across the south west.

Hosting the SW Net Zero Hub and the work it does locally also helps contribute to the West of England Mayor's Climate & Ecological goals.

KEY RESPONSIBILITIES

- Lead the management and delivery of a £multi-million portfolio of related projects with impact across the wider south west region, on time, to budget and of the desired quality through effective application of the most appropriate project management methodology/s
- Lead the team of 5-6 local capacity project managers to deliver an effective service across the wider SW region
- Ensure there is an up-to-date and appropriate service plan which can be used to deliver, evaluate, monitor and report on progress against agreed targets and outputs and to forecast delivery timescales, completion, resources and costs accurately
- Represent the Hub at a local level, and advocate for the programme amongst senior leaders, officers, other key stakeholders and wider beneficiaries
- Identify energy project potential within relevant LEP areas, working with the team and stakeholders to identify viable schemes and associated business cases for investment
- Undertake site visits and desk studies, and engage with potential project leads to scope feasible local Net Zero projects within the project pipeline, for prioritisation and endorsement
- Carry out energy project assessments and utilise wider team expertise to generate compelling business cases.
- Lead the team to manage Hub delivery for Net zero project development through to financing/construction, utilising wider Hub resource as appropriate
- Identify where external support is required and develop specifications for this work, and to potentially work on joint procurement exercises with other projects being developed by the hub
- Identify, articulate and communicate actual and foreseen barriers to the delivery of projects in the pipeline, and work with stakeholders to identify and implement solutions
- Ensure effective communication is maintained throughout
- Ensure key performance indicators are achieved
- Provide detailed performance reporting highlighting and escalating risks as needed

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level or equivalent
- Knowledge of the principles, methods, techniques and tools associated with the project lifecycle ideally applied in the sustainable energy and Net Zero sector
- Knowledge of the energy system, technologies and markets
- Understanding of the legal and economic issues affecting project viability and delivery
- Membership of a relevant professional body

Experience

- Successfully developing and delivering capital projects of significant size and scale from start to end, including business case, finance, risk management, governance and monitoring of performance, in the sustainable energy sector
- Managing multi-agency Partnerships and developing strong stakeholder networks in the public, private and not for profit sectors
- Providing advice of a technical and financial nature across a range of complex projects, representing these issues clearly and persuasively both internally and externally
- Leading others to achieve high quality outputs
- Budget management

Skills and Competencies

- Ability to identify funding priorities, attract finance and support strategic investment decisions
- Ability to manage complex projects with competing demands
- Ability to write compelling business cases
- Highly developed skills in partnership working and ability to deal professionally across all levels of the organisation
- Excellent written and oral communication skills with ability to create reports and presentations to a high standard
- Good project financial management, including planning, forecasting and monitoring
- Ability to analyse problems, situations and information and present innovative and feasible solutions.

DESIRABLE

Qualifications and Knowledge

- Professional project management qualification (e.g. PRINCE2/PMQ/MSP)

- Knowledge of local energy generation and distribution

REWARDS AND BENEFITS

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

- 25 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 are about to move 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 £9.90 - 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.