

AMBITIOUS

CREATIVE

COLLABORATIVE

SUPPORTIVE

JOB DESCRIPTION

JOB TITLE:	Housing Retrofit Project Manager - South West Energy Hub
MANAGED BY:	Jon Rattenbury
GRADE:	G11 Fixed term until 30.6.2022 with the potential for extension if additional funding is secured

BACKGROUND

The Employer: The West of England Combined Authority (WECA)

The West of England is an economic leader with an economy worth over £33 billion a year. With a population of over 1.1 million people, one of the highest rates of employment in the country, and over 45,000 businesses, the region competes on a global scale. The West of England is a place where highly-skilled people work, where ideas flourish, and where businesses grow. It's also a place that a diverse population of people call home.

The West of England Combined Authority (WECA) was formed in 2017, to champion the region and drive clean and inclusive economic growth. As a result, significant powers and funding have been transferred to the region through the new Combined Authority and West of England Mayor.

Our aim is to deliver economic growth for the region and address some of our challenges, such as productivity and skills, housing and transport.

WECA is made up of three of the local authorities in the region - Bath & North East Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the West of England Combined Authority continues to work closely with North Somerset Council. The Combined Authority is also the accountable body for the West of England Local Enterprise Partnership.

WECA 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 Service: The South West Energy Hub

The BEIS funded Energy Hubs is a nationwide initiative to support the identification, development and implementation of energy projects across five regional hubs. The initiative has five core objectives aimed at stimulating local investment in energy projects.

1. Increase the number, quality and scale of local energy projects being delivered

2. Raise local awareness of the opportunity for and benefits of local energy investment
3. Enable local areas to attract private and/or public finance for energy projects
4. Support rural community energy project development
5. Deliver initiatives to improve energy efficiency in housing

Projects can be supported across a range of scale, with Hub assistance available to accelerate routes to market for programmes stuck in early feasibility stages. The South West Energy Hub (SWEH) is currently supporting three key programmes - Local Capacity Support for strategic regional energy projects, the Rural Community Energy Fund, for smaller, community led energy projects and the Green Homes Grant Local Authority Delivery Scheme.

The Energy Hub offers support to eligible project owners at any point through the development stages, from feasibility, business case, design and planning to financing. Where possible, the Hub will look to maximise benefits across the region by aggregating solutions to drive economies of scale.

Additionally, the Energy Hub can also serve as a new conduit between local energy actors and central Government, providing a combined voice for pan-regional energy issues, connecting local institutions 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, is an important supporting partner 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 and Portsmouth Council
 Swindon and Wiltshire LEP and Wiltshire Council
 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.

PURPOSE OF THE JOB

Reporting to the SWEH Programme Manager, the post-holder will manage home energy projects across the wider south west developing and implementing a programme of energy efficiency improvements including coordinating the sourcing of external delivery services. This will deliver a multi-million pound investment in energy inefficient homes of lower income households across the wider South West - helping to reduce carbon emissions and fuel poverty. The project is funded by the Department of Business, Energy & Industrial Strategy (BEIS).

The Senior Project Manager will agree a delivery model and lead sourcing activity, with guidance from WECA's Procurement Team; implement in the wider south west and manage its delivery.

This will include working with public, private, third sector organisations and other members of the team to identify supply chain and delivery opportunities; using strong communication and networking skills to develop awareness of the funding.

The post holder will have sound energy efficiency project development, contract and grant management experience and apply robust technical and economic appraisal methods to the external sourcing evaluation process.

The post holder will feed into the SWEH's overall work on retrofit, including the support of local authorities in maximising ECO Flex, social housing pilot and drawing down future retrofit investment into the region.

KEY RESPONSIBILITIES

- Develop an agreed delivery model and external sourcing strategy for projects, reflecting the complex risks and issues involved and working to the requirements of BEIS, the SWEH Programme Manager and WECA's Procurement and Legal Teams.
- Develop and maintain contacts with the lead home energy efficiency officers within each local authority across the region and develop an understanding of local context to further develop proposals.
- Lead on market engagement at a sub-regional level to assess market capacity and use that market intelligence to further develop proposals.
- Gather and analyse data on energy efficient housing, fuel poor households, local authority led schemes and ECO Flex delivery.
- Work with local authorities and other stakeholders across the region to develop a pipeline of feasible and fundable home energy efficiency projects, identifying barriers and supporting local problem-solving.
- Develop and maintain all project documentation, including a risk register, issue log and business continuity plan.
- Manage project risk 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.
- Draft and secure approval of all required contract and procurement documents: setting out clear evaluation criteria and key performance indicators; minimising risks to WECA and SWEH; and ensuring that good quality retrofit will be achieved.
- Undertake an OJEU level procurement as required, complying with all necessary legislation.
- Set up contracts and establish robust contract monitoring through informal and formal processes.
- Manage the implementation of the project across the region, ensuring: adequate forecasting to achieve full grant spend within the deadline; the robust financial management of public monies; retrofit delivery to good practice standards; and that key performance indicators are achieved.
- Ensure effective communication with all stakeholders is maintained throughout the project.

- Provide detailed performance reporting, highlighting and escalating risks as needed. Support evaluation of the project at the end of delivery.
- Support local authorities in developing ECO Flex Statements of Intent and maximising ECO Flex draw down, through the sharing of good practice.
- Develop recommendations and respond to consultations on business models and future funding mechanisms for domestic retrofit across all tenures to support significant investment in home energy efficiency in the region.
- Oversee delivery of a social housing pilot project
- Line management of staff as required
- Work flexibly to support and represent the work of SWEH across the region.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level or equivalent.
- Knowledge of the principles, methods, techniques and tools associated with public sector grant delivery and project management.
- Knowledge of energy efficiency retrofit.
- Understanding of the legal requirements of procurement and contracts.

Experience

- Successfully developing and delivering projects of significant size and scale from start to end, including set up, finance and risk management, governance and monitoring of performance, preferably in the energy efficiency retrofit 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.

Skills and Competencies

- Ability to manage complex projects with competing demands.
- Excellent written and oral communication skills with ability to create reports and presentations to a high standard, including contract and procurement documents.
- Ability to assess and evaluate complex bids in a fair and transparent manner.
- Highly developed skills in partnership working and ability to deal professionally across all levels of an organisation.
- Ability to manage contracts, including the under-performance of contractors.
- Ability to analyse problems, situations and information and present innovative and feasible solutions.
- Project financial management, including planning, forecasting and monitoring

DESIRABLE

- Professional project management qualification (e.g. PRINCE2/PMQ/MSP)
- Knowledge of the technical implementation of retrofit and the principles of PAS2035/Trustmark.
- Knowledge of housing energy efficiency data and policies.

REWARDS AND BENEFITS

WECA staff receive:

- 25 days annual leave, rising to 30 after five years' continuous service, plus bank holidays, pro rata
- Auto-enrolment into the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Commuter Travel Club - WECA employees can sign up to receive discounted monthly bus tickets, unlimited bus travel for work or leisure within your chosen zone, automatic ticket renewal and price freeze for 12 months.