

JOB DESCRIPTION

JOB TITLE:	Industrial Decarbonisation Project Manager
MANAGED BY:	Climate & Natural Environment - Funding & Investment Manager
GRADE:	Grade 10

BACKGROUND

The West of England Combined Authority is seeking to appoint an Industrial Decarbonisation Project Manager to join the Climate Strategy 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 Mayoral 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 and nature recovery targets by 2030.

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

Note to candidates: we know that long lists of criteria can be daunting, and that some candidates will not apply for a role unless they feel they are 100% qualified. If you feel you meet most of the essential criteria below, we still encourage you to apply.

If you need any additional support during the recruitment process, please get in touch.

THE ROLE

Reporting to the Climate & Natural Environment - Funding & Investment Manager, the Industrial Decarbonisation Project Manager will lead on plans to tackle industrial carbon emissions in the region within the Environment Directorate.

As a member of our Climate Strategy team, you will work with public sector, private sector and academic organisations to develop a roadmap to net zero for industry, facilitating cooperative working between a range of stakeholders to deliver a clear, evidenced, viable decarbonisation plan to tight deadlines.

In collaboration with a range of project partners and subject matter experts, you will analyse the industrial energy use and associated carbon emissions in the region, and consider a range of solutions to tackle this, including fuel switching, carbon capture, heat networks and hydrogen/efuels, among others. By exploring the opportunities and barriers that these present, and underpinned by robust data analysis and future scenario planning, you will manage a project to identify the optimum carbon reduction pathway.

Focussing on practical solutions, you will see the big picture, but will also break it down into real world deliverables, identifying individual workstreams that are needed to successfully reach net zero. Using your knowledge, experience and skills you will drive forward a multidisciplinary team, building trusted relationships with key individuals to exploit their wealth of knowledge and experience, bringing them together to form one overarching plan. This will include managing procurement of external expertise and team leadership, albeit no direct line management is envisaged.

Working with our communications and stakeholder management partners you will ensure this plan is clearly articulated and fulfils the needs of all involved; identifying how it can be taken forward over the coming years as a series of work packages for successful implementation.

KEY RESPONSIBILITIES

- Lead a c.£750k project to develop an industrial decarbonisation plan and ensure delivery against project objectives and milestones.
- Keep track of project finances, ensuring that budgets and forecasts are communicated and agreed both internally and externally, and that correct and timely submission of valid grant claims are made.
- Report both internally and externally to key stakeholders to update on progress and attend board meetings as appropriate.
- Create, manage, and update project documentation including timelines, risk registers, etc. and ensure project delivery to tight deadlines.
- Escalate project risks, as and when required, to management and stakeholders.
- Build constructive and positive relationships with key stakeholders and act as the central point of contact for the project.
- Review options for reaching net zero and work with technical experts to ensure the optimum path is achieved based on evidence and data analysis.

- Support the Funding & Investment Manager to secure further funding for the exploitation of the decarbonisation plan, as required.
- Support the wider work of the Environment Directorate and the Mayoral Combined Authority as required.
- Act as an ambassador for the Environment Directorate and the Mayoral Combined Authority in all interactions with external stakeholders.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level or with equivalent work experience.
- Professional qualification in project management and/or equivalent experience in project management, ideally applied in the energy sector.
- Knowledge of the wider climate and nature emergency and national, regional, and local responses to it.
- Substantial knowledge of net zero energy solutions including an understanding of the organisational, legal and economic issues affecting industrial carbon reduction project viability and delivery.
- Knowledge of contractual requirements of public funding.

Experience

- Significant experience of managing large-scale projects with competing demands, to tight and varying timescales, including the design and delivery of projects.
- Significant experience of communicating (oral and written) with a wide range of people, including internal and external stakeholders; and of explaining technical/complex information in an easy-to-understand manner.
- Significant experience of financial management of projects, such as ensuring budgetary thresholds are not breached and cashflow is accurately profiled.
- Experience of leading and managing multidisciplinary teams including technical experts, industrial partners and governmental organisations.
- Experience of using diagnostic tools, data and evidence to aid decision making.

Skills and Competencies

- Ability to understand and interpret complex technical information regarding energy use, carbon emissions and technological solutions for net zero.
- Proactive and organised, with the ability to work independently, to prioritise a busy workload and solve problems.
- Excellent communications and interpersonal skills, with the ability to engage and persuade a range of audiences.
- Collaborative and relationship building skills at all levels; to work with a wide range of internal and external stakeholders.
- Highly proficient in the use of standard Microsoft Office products, including Outlook, Word and Excel, including data analysis functions.
- Ability to assimilate new information quickly and accurately.
- Able to work flexibly in line with changing demands.

DESIRABLE

Qualifications and Knowledge

- Masters qualification in a relevant subject, or equivalent experience.
- Experience of local and UK government policies, practices, and procedures.
- An understanding of public funding and related regulations/legislation.
- Knowledge of Subsidy Control, procurement legislation and other Government legislation and guidance required for the proper management of public money.

Experience

- Experience of managing energy related projects and working with industrial partners.
- Experience of supporting grant funding applications and bid writing.

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.

