

JOB DESCRIPTION

JOB TITLE:	South West Net Zero Hub Project Officer
MANAGED BY:	Senior Project Manager, South West Net Zero Hub
GRADE:	Grade 8

BACKGROUND

The West of England Combined Authority is seeking to appoint a South West Net Zero Project Officer to join the South West Net Zero Hub (SWNZH) 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 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 7 Local Enterprise Partnerships, covering Cornwall, Heart of SW, Gloucestershire, Swindon & Wiltshire, Dorset, Solent, and the West

of England Combined Authority, which 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.

THE ROLE

Reporting into the Hub team, the Project Officer will specialise in Net Zero project advice and guidance, delivery and reporting

They will:

- Work with Hub Project Managers to ensure delivery of activity contained within the Social Housing Decarbonisation, Local Energy Advice, Community Energy and Green Finance capacity and finance functions under the direction of the SW Net Zero Hub Team Managers
- Collaborate with colleagues in the Hub, Combined Authority and Partners in the wider region to help deliver the SW Net Zero Hub's objectives and Metro Mayoral priority of tackling the climate & ecological emergency

KEY RESPONSIBILITIES

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

- Production of project contracts/funding agreements.
- Accountable for advice and guidance on the achievement of project milestones/deliverables and ensure relevant legislation, proscribed processes and funding conditions are adhered to.
- Identification of project level opportunities and risks as they arise and resolve where appropriate and/or recommend options to the Project Managers.
- Utilise the Department for Energy Security & Net Zero and 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 effective external work relationships are established and maintained with stakeholders, particularly UK government departments and recipients of funding, including to contribute to the successful staging of events and meetings.
- Ensure accurate advice and guidance is given in response to all project queries and effectively liaise with all relevant stakeholders on project progress.
- Contribute to co-operative working across the internal South West Nest Zero Hub and Combined Authority teams, the wider Hub teams nationally, the Department for Energy Security & Net Zero and with external stakeholders.
- 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

- Highly proficient in the use of standard Microsoft Office products, including Outlook, Word, and Excel.
- 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 PQF/PMQ) 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 visualisations, infographics, and illustrations

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.