

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Senior Project Manager (Delivery) - South West Net Zero Hub
<b>MANAGED BY:</b>	Programme Manager
<b>GRADE:</b>	11

## 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 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 Support 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.

To lead delivery of these new projects we are creating a new Regional Delivery Team, which will be responsible for the successful set up and implementation of the Community Energy Fund and Skills Pilot, alongside existing work including the Local Energy Advice Demonstrator, regional data & reporting, programme co-ordination and other whole region projects and works areas as they develop. The Senior Project Manager will join us to shape and develop this new team.

The West of England Combined Authority 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 ROLE

Reporting to the South West Net Zero Hub Programme Manager, the post-holder will lead our new Regional Delivery Team, which will manage the successful development and implementation of regional projects, including the £4m Local Energy Advice Demonstrator, £2m Community Energy Fund & support, £1m Regional Skills Pilot and Net Zero Planning service alongside cross Hub Data & Reporting and Programme Co-ordination support.

The Senior Project Manager will work strategically and operationally with public, private and third sector organisations to ensure all projects are delivered to time and budget with an emphasis on achieving high quality outputs and outcomes. The post holder will manage a team of 7, a mix of Project Managers, our Data & Reporting Officer and Programme Co-ordinator.

This is a really varied, key leadership role which will work with the Net Zero Hub Programme Manager and Senior Management Team to ensure appropriate strategies and delivery plans are in place to deliver the strategic objectives and Key Performance Indicators (KPIs) agreed with the Department for Energy Security & Net Zero.

In addition to excellent project management and team leadership 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.

The role provides a real breadth of possibility, and hence we are looking to recruit as diverse a skill set as we can. Beyond the technical skills listed in the person specification, what we really need is:

- Critical or lateral thinking leading to creative solutions
- Someone who can see the big picture, but also break it down into real world deliverables
- Enthusiasm and interest in the sector, with a desire to make change
- Curiosity: a desire for continuous learning - this is not a static sector
- Someone who can be vocal and visible professionally, in whatever way works for you
- Ability to communicate complex issues to a variety of audiences, both technical and non-technical

Even if you don't meet all the essential criteria, we'd encourage you to apply and show us why you'd be a good fit for the role.

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

- Shape and lead delivery of a £multi-million portfolio of related projects with impact across the wider south west region, on time, to budget and of high quality to achieve KPI's through effective application of the most appropriate project management methodology/s
- Lead the team of 6-7 officers to deliver an effective service across the wider SW region
- Ensure there is an up-to-date and appropriate service plan and individual project plans 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 locally, regionally and nationally advocating for the projects amongst senior leaders, officers, other key stakeholders and wider beneficiaries
- 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 and drive engagement with stakeholders to identify and implement solutions
- Shape advice and guidance to stakeholders to support understanding of various projects and 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

- Significant experience operating at a senior level within and across complex organisations
- A track record of successful project delivery and governance, preferably in the sustainable energy sector
- Convening and leading multi-agency partnerships, 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 multi-disciplinary teams to achieve high quality outputs
- Budget management

#### Skills and Competencies

- Ability to manage complex projects with competing demands
- Highly developed skills in partnership working and ability to deal professionally across all levels of the organisation
- Strong use of presentational tools with the ability to create and deliver reports to a high standard
- High level of project financial management, including planning, forecasting and monitoring
- Ability to identify funding priorities, attract finance and support strategic decision making
- Ability to analyse problems, situations and information and present innovative and feasible solutions
- Able to demonstrate personal confidence and credibility to key stakeholders
- Ability to listen to others to assess requirements in order to respond appropriately and efficiently
- Proven ability to challenge constructively and be solution driven to support others to achieve targets

## 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:

- 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 £14.21 - 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.