

JOB DESCRIPTION

JOB TITLE:	Programme Manager - Regional Low Carbon Delivery
MANAGED BY:	Head of Environment
GRADE:	12

BACKGROUND

The West of England Combined Authority is seeking to appoint a Programme Manager to join the Environment 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 ROLE

The main purpose of this role will be to provide regional leadership on both domestic and commercial retrofit across all tenures. By understanding the needs of businesses, tenants, homeowners and landlords your teams will promote the benefits of retrofit and identify barriers and solutions to the wide scale roll out of retrofit, including through technical, digital and financial innovation. You will also be expected to provide strategic leadership on community led renewable energy to bring forward and deliver projects that maximise value for local communities.

KEY RESPONSIBILITIES

The successful candidates will be expected to lead across a range of environmental issues, working flexibly and independently, but will focus on the delivery of Regional Low Carbon Delivery Programme.

You will be expected to:

- Lead the delivery of the [Regional Low Carbon Delivery Programme](#).
- Provide strategic leadership on domestic and commercial retrofit across all tenures, working closely with the Southwest Net Zero Hub and the West of England Growth Hub
- Provide strategic leadership on community led renewable energy to bring forward and deliver projects that maximise value for local communities
- Progress, as lead officer, the Combined Authority's delivery programme for low carbon solutions, including retrofit and renewable energy.

- Deliver and support initiatives that: support householders looking to retrofit their homes and businesses looking to decarbonise; build retrofit installer capacity and green skills to increase supply.

- Deliver and support initiatives that support community energy groups to deliver renewable energy projects, including smart energy systems, that maximise value for the local community.

- Lead the delivery of multiple low carbon grants to ensure the full expenditure of allocated funds, including the appointment and management of contractor organisations where applicable
- Lead on partner engagement, including maintaining oversight of government engagement within areas of responsibility, ensuring consistency and visibility.
- Lead complex cross regional project teams as required to deliver strategic objectives
- Manage the Low Carbon Business Support Team and the Renewable Energy and Retrofit Team, creating a positive and constructive working culture
- Budget management - Lead management of a £12.2m budget with potential additional future funds
- Providing strategic advice to SMT, leaders within unitary authorities, regional partners, government, and other stakeholders to shape and deliver regional strategies and priorities.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level in a relevant discipline or able to demonstrate equivalent experience

- Knowledge of the national and regional Net Zero policy and how this will impact this role.
- Knowledge of the work of national, regional and local bodies in the context of Net Zero.

Experience

- Have a high level of understanding of the legislation and planning policies governing net zero investments for both businesses and residential properties.
- Experience of leading the translation of strategy into delivery opportunities.
- Influencing and negotiating with senior leaders locally, regionally and/or nationally.
- Demonstrable management experience in building and leading teams effectively

Skills and Competencies

- Ability to develop and lead strategic relationships with a wide range of stakeholders
- Able to negotiate and influence stakeholders at all levels of the organisation
- Excellent verbal and written communication skills including translating complex information into clear and engaging reports for a variety of audiences
- Ability to provide leadership and mentoring to teams, with minimal direction.
- Able to work to tight deadlines, whilst managing and solving a wide range of risks and issues

DESIRABLE

- Knowledge of the West of England Combined Authority and Local Enterprise Partnership and how these contribute to environmental outcomes.
- Knowledge of national net zero policy
- Knowledge of relevant policy or planning areas (skills, business and innovation, infrastructure) or experience of government relations/public affairs.
- Experience of managing Boards, steering groups or committees with senior leaders in a public-sector context

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.