

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Retrofit Project Manager - Housing Retrofit
<b>MANAGED BY:</b>	Housing Retrofit Manager
<b>GRADE:</b>	10

## BACKGROUND

The West of England Combined Authority is seeking to appoint a Retrofit Project 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 Service: The South West Net Zero Hub**

Net Zero Hubs are a nationwide Department for Energy Security & Net Zero 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 SWNZH page here: <https://www.swnetzerohub.org.uk/about-us/>

The Government's Net Zero Strategy included a commitment to continuing the Local Net Zero Hubs (previously known as the local energy hubs) to support all areas of England to reach net zero, including those lacking capacity and capability, or those facing unique challenges. SWNZH are currently working with BEIS to define this continuation.

SWNZH assists on projects across a range of scales and sectors, with Hub assistance available to accelerate routes to market for programmes stuck in early feasibility stages. The South West Net Zero Hub (SWNZH) currently consists of four key programmes - Local Capacity Support for strategic regional energy projects, Community Energy Support, Housing Retrofit including the Social Housing Decarbonisation Fund and Non-Domestic Public Sector Decarbonisation.

Additionally, SWNZH also serves as a conduit between local energy actors and central Government, providing a combined voice for pan-regional energy issues, connecting local institutions together 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, are important supporting partners 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  
Swindon and Wiltshire LEP  
GFirst LEP and Gloucestershire County Council  
West of England LEP and West of England Combined Authority

Each LEP area is represented on the Programme Board. The West of England Combined Authority is hosting the Hub on behalf of the South West Partnership.

## **THE ROLE**

Reporting to the Housing Retrofit Manager, the post-holder will manage Government Grant home energy projects. This new role will work within the current Housing Retrofit Team.

We are seeking a highly motivated Retrofit Project Manager to oversee multiple Social Housing retrofit Projects. The Retrofit Project Manager will lead a consortium of Social Housing providers through a government grant scheme

The post holder will collaborate with colleagues ensuring delivery of the financial processes of the SW Net Zero Hub's housing retrofit Projects, alongside the associated governance, communication, and reporting.

The role requires someone familiar with grant schemes and has knowledge of project monitoring and reporting processes.

The post holder will apply excellent project management methodology to manage retrofit Projects across the South West.

Knowledge of energy efficiency would be an advantage though is not a requirement. Experience gained in social housing, council authority, government body, or similar will

be an advantage but is not essential.

This role contributes to and supports the delivery of projects to assist thousands of homes across the South West impacted by fuel poverty and is a role that can really help make a difference.

This position is ideal for a professional in the construction industry who aims to enhance their abilities in the growing retrofit market. The position is open to PAS 2035 Coordinator graduates or surveyors with an interest in sustainable housing who are seeking to further develop their project skills, as well as construction managers who desire a more diverse and stimulating role.

This role would be ideal for an individual who is looking to work within our expanding projects team working from home and occasionally working from our Bristol Office with flexibility around when this occurs.

## KEY RESPONSIBILITIES

- Managing housing retrofit projects by using recognised project management tools such as PRINCE2 or APM PMQ
- Setting and managing a budget that maintains the objectives and criteria of the Grant Funding, validating Grant claims, and processing grant claims and invoices
- Support Consortium members to ensure projects run smoothly, are completed on time, within budget, and to the required quality standards
- Maintain and develop relationships with funding bodies such as Department for Energy Security & Net Zero
- Consistently monitoring the costs, progress, and quality of a project
- Ensuring effective communication with stakeholders to understand and develop clear understanding and requirements, while resolving project outputs and queries
- Developing relationships with contractors and suppliers
- Coordinating all project team members so workflow remains on schedule, managing the project change process as required
- Monitoring and reviewing project progress, and assisting in producing performance management reports and related paperwork
- Supporting grant funding applications and tendering
- Evaluating projects and reporting on outcomes
- Coordinating and participating in regular meetings with project partners and delivery organisations
- Ensuring all relevant information such as risk assessments, project plans, budgets, and reports are updated and maintained Managing project invoicing liaising with

both internal and external stakeholders to ensure invoicing details and necessary evidence aligns with contract requirement and WECA process.

- Identify, articulate, and communicate actual and foreseen barriers to the delivery, and work with stakeholders to identify and implement solutions
- Ensure grant payment requests are correct before uploading to the accounts payable system
- Provide analysis and report programme progress
- Support the Net Zero Hub team in the delivery of key project activities
- Work flexibly to support and represent the work of SWNZH across the region.

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Bachelor's degree in a related field or PAS 2035 Coordinators qualification
- Minimum of 5 years experience in either construction, project management, local government, or social housing projects
- Excellent computer skills, with working knowledge of Word, , PowerPoint, and Excel
- Strong leadership and management skills with the ability to coordinate and motivate a diverse consortium

#### Experience

- Experience gained in a similar project management role would be an advantage
- Experience in Retrofit and PAS2035
- Experience gained in a related industry to that of our clients (e.g., social housing, third sector, council authority, governmental body)
- Experience gained working with partner agencies, private businesses, and local communities
- Developing effective stakeholder relationships
- Experience in applying project/programme management discipline to the co-ordination of a work programme or service
- Experience working in delivering construction type projects
- Experience with budgeting, financial reporting, and contract management

#### Skills and Competencies

- Project management skills, with experience in managing complex programs of work

- Ability to prioritise work independently, and work across a range of tasks daily
- Good digital skills across a wide range of software programmes and tools, including MS Office
- Partnership working and ability to deal professionally across all levels of the organisation
- Ability to analyse problems, situations, and information and present innovative and feasible solutions
- Excellent organisational skills, with the ability to coordinate the activity of a dispersed team
- Good communicator with good written English
- Excellent organisational skills, with the ability to support the activity of a dispersed team
- Superb communication and organisation skills, both written and verbal
- Ability to work with minimal supervision
- Ability to work within a team structure
- Flexible approach to work

## DESIRABLE

### *Qualifications and Knowledge*

- Knowledge of housing energy efficiency data and policies.
- PAS 2035 qualifications
- Membership of relevant professional institute

## REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26 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 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 £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.