

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Strategic Stakeholder Engagement Manager - South West Net Zero Hub
<b>MANAGED BY:</b>	Programme Manager - Jon Rattenbury
<b>GRADE:</b>	Grade 11

## BACKGROUND

The West of England Combined Authority is seeking to appoint a Strategic Stakeholder Engagement 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 BEIS-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, the Rural Community Energy Fund, Housing Retrofit including the Green Homes Grant Local Authority Delivery Scheme 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 leading the Hub on behalf of the South West Partnership.

## THE ROLE

Reporting to the South West Net Zero Hub Programme Manager, the post holder will support the Net Zero Hub to champion the objectives and outcomes of the programme through the development and execution of a Hub Engagement Plan, which will include regular engagement with the Department of Business, Energy and Industrial Strategy (BEIS) and supporting wider communications with Ministers and senior civil servants at both national and local level.

As a key member of the South West Net Zero Hub and support to the BEIS Local Net Zero Area Lead, the post will contribute to increased visibility of the Hub and better understanding of its activity. They will build relationships with Directors, Heads of Service, Community leaders etc and have oversight of the wider reach of the Hub, including projects and stakeholders outside of the immediate scope of Hub priorities/ pipeline. Access to senior colleagues and the ability to manage a wide ranging and complex portfolio will be key.

The role will provide advice and guidance to stakeholders on established net zero policy at both a national and sub-regional level and direct consultative support to partners, including Combined and Local Authorities to develop appropriate policies and procedures

for accelerating the transition to net zero. The role will require capability to effectively work with senior stakeholders with potential for public speaking requirements.

## KEY RESPONSIBILITIES

- Shape and lead the delivery of a Hub Engagement Plan, with clear outcomes and success criteria, securing input and buy-in from partners and key stakeholders, including the wider team and Board members.
- Report on Hub delivery and activity as required by the BEIS Local Net Zero team and/or Hub Manager to Ministers and Civil Servants, Hub Board, West of England Combined Authority and other key stakeholders.
- Act as the first point of contact and conduit for Ministerial requests into the Hub and engage meaningfully with BEIS to represent the Hub and net zero in the South West. Arrange site visits to showcase activity.
- Curate and manage a comprehensive database/CRM and mapping of broader net zero activity, networks, partnerships and stakeholders across the South West Net Zero Hub region.
- Work with the Senior Communication Officer to create, compile and present a portfolio of case studies demonstrating the direct impact of the Hub and showcase the wider delivery of net zero across the region.
- Drive engagement with stakeholders in the public, private and third sectors with a view to promoting the visibility of the Hub's activities and developing strategic opportunities.
- Convene meetings and events with key stakeholders to ensure Hub delivery is undertaken with the knowledge, involvement and support of partners, including BEIS Local Net Zero team, accountable body, LEPs / Combined Authorities, Local Authorities and other key stakeholders.
- Promote strong relationships between partners and assist effective collaboration, building connections and consensus.
- Shape advice and guidance to stakeholders to support understanding of and engagement with net zero policy at both a national and sub-regional level.
- Ensure that local policies and procedures for accelerating the transition to net zero are informed, complementary to national strategy and fit for purpose by providing direct consultative support to partners, including Combined and Local Authorities.
- Liaise with colleagues and partners to effectively manage messaging around Hub delivery and activity and across all communication channels, ensuring that the Hub is front and centre of communications.
- Liaise with local government officers, other LEPs and Combined Authorities, and BEIS officials, deputising for the Net Zero Hub Manager as required.

## PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

## Qualifications and Knowledge

- Educated to degree level or equivalent
- Knowledge of the Net Zero Agenda
- Good knowledge of current innovation, the energy sector, and Net Zero policy
- Membership of a relevant professional body

## Experience

- Significant experience operating at a senior level within and across complex organisations in the public, private and not for profit sectors and a track record of success in building effective relationships in partnership working
- Experience of advocacy with the knowledge and understanding of how to present a compelling case to stakeholders
- Experience of working within or across regional and national partnerships
- Experience of managing networks of contacts and managing databases/CRMs
- Experience of using research, evidence and intelligence to inform the development and delivery of stakeholders' engagement project

## Skills and Competencies

- Excellent communication and interpersonal skills with the ability to build rapport
- Advanced written and verbal communication skills - able to share information and obtain information from others
- Proactive with the drive and ability to seek out and strategically develop opportunities
- Proven ability to interact confidently with a range of stakeholders, including Ministers, Directors, Heads of Service, Community leaders and others
- Strong use of presentational tools to report information and highlight good practice
- The ability to travel independently around the South West region and beyond
- Able to demonstrate personal confidence and credibility to key stakeholders
- Able to work proactively and autonomously within the Hub structure to deliver shared goals and objectives
- Ability to listen to others to assess requirements in order to respond appropriately and efficiently
- Proven ability to work with a range of stakeholders and negotiate clear directions
- Proven ability to challenge constructively and be solution driven to support others to achieve targets.

## DESIRABLE

### *Qualifications and Knowledge*

- Stakeholder engagement / advocacy qualification

- Existing, relevant stakeholder network established

#### *Experience*

- Knowledge of net zero policy at a national and/or regional level

## 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
- Access to an online shopping platform offering employee discounts across a huge range of retailers

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.