

JOB DESCRIPTION

JOB TITLE:	Low Carbon Technical Advisor
MANAGED BY:	Low Carbon Challenge Fund Project Manager
GRADE:	Grade 8 6 months Fixed Term October 2022 – March 2023

BACKGROUND

The West of England Combined Authority is seeking to appoint a Low Carbon Technical Advisor to join the Low Carbon Challenge Fund (LCCF) 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

Reporting into LCCF, the Low Carbon Technical Advisor will specialise in carbon surveys. They will:

- undertake free carbon surveys for small & medium sized enterprises (SMEs);
- support businesses to make Green Business Grant applications and claims;
- help deliver the Metro Mayoral priority to tackle the climate & ecological emergency.

KEY RESPONSIBILITIES

- To carry out virtual or on-site energy surveys and write up the findings into WECA reports for approximately 60 businesses in the West of England.
- To support businesses in completing LCCF applications, ensuring compliance with funding regulations.
- To provide relevant technical advice to the Project Manager and the Energy Action Group.
- To peer review surveys and recommendations carried out and made by colleagues or external assessors.
- To act as an ambassador for LCCF and the Growth Hub in all interactions with external stakeholders.
- To support and contribute to activity to raise awareness of and interest in LCCF.
- To prepare timely reports and contribute to the monitoring of the Fund.
- To engage and support the evaluation of the Fund.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Relevant qualification enabling the completion of compliant energy surveys and reports for buildings and business processes e.g. BS EN 16247.

Experience

- Experience of completing energy surveys and writing energy reports for businesses.
- Experience of wider business engagement.
- Experience of tracking performance and providing regular progress reports to a variety of audiences in a variety of formats.

Skills and Competencies

- Excellent communications and interpersonal skills, with the ability to engage and persuade a range of audiences.
- Collaborative and good at building relationships at all levels, with a wide range of external stakeholders.
- Proactive, with the ability to work independently, prioritise a busy workload and manage a large group of stakeholders.
- Ability to analyse data and gather evidence to demonstrate impact.
- Adaptable, tenacious, determined, positive and resilient.
- Able to work flexibly in line with changing demands.
- Car owner, with, or able to secure business use insurance and full current driving licence.

DESIRABLE

Qualifications and Knowledge

- Knowledge and experience of public sector grant programmes.
- Knowledge and experience of other resource efficiency interventions, such as waste and/or water management.

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.