

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Programme Support Officer - South West Net Zero SWNZH
<b>MANAGED BY:</b>	Senior Project Manager
<b>GRADE:</b>	7

## BACKGROUND

The West of England Combined Authority is seeking to appoint a South West Net Zero Programme Support Officer, to join the South West Net Zero Hub (SWNZH) 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 Team 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.

## THE ROLE

To support the South West Net Zero Hub (SWNZH) team and provide high quality project and programme support across the team, including, supporting regional governance, coordination of project applications, monthly and quarterly reporting, supporting procurement of services and collating information for the submission of funding bids

The role requires someone who is numerate and has knowledge of project monitoring and reporting processes.

## KEY RESPONSIBILITIES

- Assisting the Project Delivery Team Manager in collating and planning and organising the DESNEZ Quarterly reports
- Provide analysis in Excel of the SWNZH project pipeline and databases to report programme progress
- Support the preparation of tender documents and the review of applications for projects accessing external consultancy support
- Provide support financial inputting on Agresso, including raising POs, reporting to Hub Manger and PDT manger
- Support the CEF, LEAD and LNZCDF application process including logging of enquiries, tracking of applications issuing of grant offer letters and associated reporting
- Plan and co-ordinate team events
- Provide the secretariat function for the south west wide meeting of local authority climate change officers and other strategic meetings
- Manage the SWNZH team mailbox
- Support project managers on the delivery of key project activities
- Ensure that the regular cycle of reporting is co-ordinated efficiently
- Provide programme administrative governance including arranging the preparation of papers and briefings to the Hub Board in advance of quarterly meetings
- Capture and share action notes from key meetings

## PERSON SPECIFICATION

## ESSENTIAL (MUST HAVE)

### Qualifications and Knowledge

- Educated to either HNC or degree level in a relevant academic subject, or able to demonstrate equivalent experience.
- Knowledge of programme or project management disciplines and their practical application.

### Experience

- The role would suit an experienced project or grant administrator.
- Experience of co-ordinating meetings and managing forward plans
- Experience of using a suite of IT packages to co-ordinate projects and programmes
- Experience of applying project / programme management discipline to the co-ordination of a work programme or service
- Experience of working with staff at all levels of an organisation to complete tasks
- Some experience of co-ordinating communication activity would be useful but not essential.

### Skills and Competencies

- Some management competence and can operate with minimal direction
- Ability to prioritise work independently, and work across a wide range of diverse tasks on a daily basis
- Excellent organisational skills, with the ability to co-ordinate activity of a dispersed team
- Good communicator with good written English
- Comfortable working with many different people and organisations on a daily basis.

## DESIRABLE

### *Qualifications and Knowledge*

- Some experience of working in energy or sustainability sector

## 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 £15.17 - 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.

#### WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter.



The [Good Employment Charter](#) is a voluntary membership and accreditation scheme aimed to create an active network of employers within the West of England that are committed to supporting the basis of 'good work'. The Good Employment Charter is defined by seven key characteristics of good employment: recruitment, secure work, Real Living Wage, developing people, health & wellbeing, flexible work and engagement & voice.