

JOB DESCRIPTION

JOB TITLE:	Contracts Manager - South West Energy Hub
MANAGED BY:	Housing Retrofit Project Manager
GRADE:	9

BACKGROUND

The Employer: The West of England Combined Authority (WECA)

The West of England is an economic leader with an economy worth over £33 billion a year. With a population of over 1.1 million people, one of the highest rates of employment in the country, and over 45,000 businesses, the region competes on a global scale. The West of England is a place where highly-skilled people work, where ideas flourish, and where businesses grow. It's also a place that a diverse population of people call home.

The West of England Combined Authority (WECA) was formed in 2017, to champion the region and drive clean and inclusive economic growth. As a result, significant powers and funding have been transferred to the region through the new Combined Authority and West of England Mayor.

Our aim is to deliver economic growth for the region and address some of our challenges, such as productivity and skills, housing and transport.

WECA is made up of three of the local authorities in the region - Bath & North East Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the West of England Combined Authority continues to work closely with North Somerset Council. The Combined Authority is also the accountable body for the West of England Local Enterprise Partnership.

WECA is an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support they may need during the recruitment process.

The Service: The South West Energy Hub

The BEIS funded Energy Hubs is a nationwide initiative to support the identification, development and implementation of energy projects across five regional hubs. The initiative has five core objectives aimed at stimulating local investment in energy projects.

1. Increase the number, quality and scale of local energy projects being delivered
2. Raise local awareness of the opportunity for and benefits of local energy investment
3. Enable local areas to attract private and/or public finance for energy projects
4. Support rural community energy project development
5. Deliver initiatives to improve energy efficiency in housing

Projects can be supported across a range of scale, with Hub assistance available to accelerate routes to market for programmes stuck in early feasibility stages. The South West Energy Hub (SWEH) is currently supporting three key programmes - Local Capacity Support for strategic regional energy projects, the Rural Community Energy Fund, for smaller, community led energy projects and the Green Homes Grant Local Authority Delivery Scheme.

The Energy Hub offers support to eligible project owners at any point through the development stages, from feasibility, business case, design and planning to financing. Where possible, the Hub will look to maximise benefits across the region by aggregating solutions to drive economies of scale.

Additionally, the Energy Hub can also serve as a new conduit between local energy actors and central Government, providing a combined voice for pan-regional energy issues, connecting local institutions 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, is an important supporting partner 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 and Portsmouth Council
Swindon and Wiltshire LEP and Wiltshire Council
GFirst LEP and Gloucestershire County Council
West of England LEP and West of England Combined Authority

Each LEP area is represented on the programme steering group. The West of England Combined Authority is leading the Hub on behalf of the South West Partnership.

PURPOSE OF THE JOB

Reporting to the Housing Retrofit Project Manager, the post-holder will support the South West Energy Hub deliver a large-scale housing retrofit project. The post holder will be responsible for managing a number of Delivery Organisations to ensure work is delivered in line with the contract. The value of the contracts is between £15-26million. The post holder will be the first point of contact for the Delivery Organisations, undertaking frequent contract management meetings to keep performance on track, manage contract and fraud risks and contractor costs. The post holder will work closely with others in the team to ensure all data provided is accurate and timely.

KEY RESPONSIBILITIES

- Be the main point of contact and manage contractual delivery of a number of procured external delivery organisation
- Ensure supplier delivery is consistent with procurement and contract requirements
- Oversee supplier costs and budget and management
- Review and agree supplier delivery plans and schedules
- Ensure health and safety and quality requirements are met by suppliers
- Support suppliers to provide data and information for regular reporting, undertaking initial analysis of submissions
- Undertake frequent contract review meetings with suppliers, agreeing corrective action where needed
- Provide effective mediation and dispute resolution, driving value from the use of performance metrics and success criteria
- Manage contractual and delivery risk, including monitoring of fraud
- Facilitate collaboration between suppliers, wider supply chain and local authorities
- Compliance management - ensuring contractors and sub-contractors maintain compliance with the scheme requirements, health and safety and ensuring the authority against fraudulent activity
- Develop excellent relations with suppliers to foster positive collaborative working
- Work across the team to develop best practice to managing commercial contracts
- Work flexibly to support and represent the work of SWEH across the region.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Relevant degree or equivalent professional experience
- Good knowledge of commercial processes and delivery
- Member of relevant professional institute

Experience

- Track record of contract management and managing third party performance within a public sector environment
- Mobilising suppliers with similar scale contracts and supporting the on-going smooth transition to delivering at speed
- Good working knowledge of contract conditions, CDM regulations, project and risk management and cost control including forecasting, actual cost and value reporting, preferably applied to the energy efficiency sector

Skills and Competencies

- Project and risk management of 3rd party delivery
- Ability to manage contracts, including the under-performance of contractors.
- Excellent attention to detail
- Strong negotiation skills
- Good understanding of the compliance landscape
- Good digital skills across a wide range of software programmes and tools, including MS Office
- Excellent written and oral communication skills
- Ability to analyse problems, situations and information and present innovative and feasible solutions
- Ability to build strong working relationships with a wide range of people

DESIRABLE

- Experience operating within Local Government or a Public Sector organisation
- Knowledge of the implementation of retrofit and the principles of PAS2030/PAS2035/Trustmark

REWARDS AND BENEFITS

WECA staff receive:

- 25 days annual leave, rising to 30 after five years' continuous service, plus bank holidays, pro rata
- Auto-enrolment into the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Commuter Travel Club - WECA employees can sign up to receive discounted monthly bus tickets, unlimited bus travel for work or leisure within your chosen zone, automatic ticket renewal and price freeze for 12 months.