

AMBITIOUS

CREATIVE

COLLABORATIVE

SUPPORTIVE

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Project Manager - South West Local Energy Hub
<b>MANAGED BY:</b>	Grade 10 (£39,880- £42,821)
<b>GRADE:</b>	Fixed term until 31.03.2023 with the potential for extension if additional funding is secured

## 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
6. Public Sector Decarbonisation Skills

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 four key programmes - Local Capacity Support for strategic regional energy projects, the Rural Community Energy Fund, for smaller, community led energy projects, the Green Homes Grant Local Authority Delivery Scheme and Public Sector Decarbonisation Skills.

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 also serves as a 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  
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 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 SW Energy Hub Programme Manager, the post-holder will be the first point of contact and lead engagement with energy projects Gloucestershire

The Project Manager will work with public, private and third sector organisations to identify project opportunities and work with other members of the team to define an offer of support to enable selected projects to bring forward sound business cases for investment.

The post holder will apply robust technical and economic appraisal methods to the assessment of schemes, developing bespoke approaches where necessary and managing

projects through the development process from options assessment, feasibility to securing finance.

In addition to sound capital project development and management experience, the post-holder will have the communication and networking skills to develop an awareness of the Hub in their area. The post-holder must also engage with community groups to support engagement with the Rural Community Energy Fund.

## KEY RESPONSIBILITIES

- Represent the Hub at a local level, and advocate for the programme amongst key stakeholders and wider beneficiaries
- Identify energy project potential within the relevant area, working with stakeholders to identify viable schemes and associated business cases for investment
- Undertake site visits and desk studies, and engage with potential project leads to scope feasible local energy projects within the project pipeline, for prioritisation and endorsement
- Carry out energy project assessments and utilise wider team expertise to generate compelling business cases.
- Project Manage Hub support for energy project development through to financing/construction, utilising wider Hub resource as appropriate
- Identify where external support is required and develop specifications for this work, and to potentially work on joint procurement exercises with other projects being developed by the hub
- Identify, articulate and communicate actual and foreseen barriers to the delivery of projects in the pipeline, and work with stakeholders to identify and implement solutions
- Ensure effective communication is maintained throughout the programme
- Ensure key performance indicators are achieved
- Provide detailed performance reporting

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Educated to degree level or equivalent
- Knowledge of the principles, methods, techniques and tools associated with the project lifecycle ideally applied in the sustainable energy sector
- Knowledge of the energy system, technologies and markets
- Understanding of the legal and economic issues affecting project viability and delivery.

#### Experience

- Successfully developing and delivering capital projects of significant size and scale from start to end, including business case, finance, risk management, governance and monitoring of performance, in the sustainable energy sector
- Managing multi-agency Partnerships and developing strong stakeholder networks in the public, private and not for profit sectors
- Providing advice of a technical and financial nature across a range of complex projects, representing these issues clearly and persuasively both internally and externally.

#### Skills and Competencies

- Ability to identify funding priorities, attract finance and support strategic investment decisions
- Ability to write compelling business cases
- Highly developed skills in partnership working and ability to deal professionally across all levels of the organisation
- Excellent written and oral communication skills with ability to create reports and presentations to a high standard
- Understanding of project financial management, including planning, forecasting and monitoring
- Ability to analyse problems, situations and information and present innovative and feasible solutions.

### DESIRABLE

- Professional project management qualification (e.g. PRINCE2/PMQ/MSP)
- Knowledge of local energy generation and distribution

## 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.