

AMBITIOUS

CREATIVE

COLLABORATIVE

SUPPORTIVE

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Buildings Decarbonisation Manager - South West Energy Hub
<b>MANAGED BY:</b>	SW Energy Hub Programme Manager
<b>GRADE:</b>	Grade 11 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**

Deliver the BEIS Public Sector Decarbonisation Skills Service (PSDS) by leading on the development of a range of low carbon energy projects for the public estate.

The post holder will lead the new PSDS team for the South West Energy Hub and report into the national BEIS Steering Group for this funding stream.

The Building Decarbonisation Manager will support Local Enterprise Partnerships (LEPs), local authorities, wider public sector, industry and energy networks to plan for a smart, flexible, low carbon energy system. They will enable investment in strategic infrastructure including grid services, distributed generation, energy efficiency, and

energy storage.

The role will require significant communication, with partnership and relationship building a critical function of the position, including; Reporting into the South West Energy Hub Board and working with Local Authorities and other Public Sector organisations who will form the client base for the work.

The post holder will work to the South West Energy Hub Programme Manager and will be required to formulate and develop investment grade business cases on energy related initiatives, that can then be used to access relevant funding and parcel together imaginative and creative energy schemes. Developing and implementing such schemes will involve working alongside key public and private sector partners, including Central Government.

## KEY RESPONSIBILITIES

- Work with Building, Energy and Sustainability teams across the region in engaging senior managers to develop robust businesses cases that will enable energy projects and programmes to be funded
- identify resources required to deliver initiatives, support and develop a technically skilled and multi-disciplined team which the post holder will lead and manage to ensure successful delivery (3-4 Specialists)
- Ensure there is an up-to-date and appropriate service plan which can be used to deliver, evaluate, monitor and report on progress against agreed targets and outputs and to forecast delivery timescales, completion, resources and costs accurately
- Identify where external support is required and develop specifications for this work and potentially work on joint procurement exercises with other projects being developed by the hub
- Be the technical building decarbonisation lead when participating in/leading multi disciplinary teams, creating exciting and innovative energy schemes
- Manage other technical officers around the subject of buildings, energy and environmental compliance
- Ensure initiatives are managed to budget and timescale, adhering to all West of England Combined Authority financial regulations, process and governance arrangements
- Take responsibility for achieving targets around funding opportunities secured

- Identify and secure funding opportunities; working creatively to develop energy initiatives for the region, managing the entire process to ensure the successful delivery thereof to meet funding criteria
- Assist in preparing the specification and tender documents for tender processes associated with new energy projects and programmes
- Identify, articulate and communicate actual and foreseen barriers to the delivery of projects, and work with stakeholders to identify and implement solutions
- Develop new partnerships to explore innovative approaches to further develop the building decarbonisation agenda
- Ensure effective communication is maintained throughout the programme
- Ensure key performance indicators are achieved
- Provide detailed performance reporting highlighting and escalating risks as needed

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Educated to degree level in an engineering or energy discipline or equivalent
- Knowledge of the energy system, technologies and building physics
- Membership of a relevant institute

#### Experience

- Energy system 'big picture' awareness: cost, carbon, security, dispatchable and multi-vector project integration
- Practical energy system experience with excellent understanding of key technologies and their deployment, have a view of their strengths and weaknesses, how to use in combination; including buildings, building services systems and renewable energy.
- Delivery of building retrofit projects such as low carbon heating systems, heat pumps, heat networks or energy efficiency
- Providing high quality advice of a technical and financial nature across a range of complex projects, representing these issues clearly and persuasively both internally and externally
- Detailed procurement, legal and financial knowledge of energy projects
- Understanding decision making by local government and public sector procurement
- Assessing feasibility and developing the business case for investment in energy infrastructure
- Leading others to achieve high quality outputs
- Budget management

#### Skills and Competencies

- Ability to identify and lead multi-disciplinary teams of building decarbonisation experts on energy infrastructure initiatives
- Attention to detail: a desire to ensure accuracy and quality of work delivered
- Analytical thinking: with the ability to tackle issues and problems in a logical, step-by-step way.
- Data collection and analysis, control and BMS, numerate: able to handle numbers confidently and accurately, with ability to construct complex spreadsheets, construct models, confident in converting between units (kWh etc.)
- Ability to analyse complex data, identify solutions, draw conclusions and communicate the decisions taken
- Safety aware and trained including ability to work on site unsupervised

- Highly literate (able to write reports/proposals/professional briefings) and numerate (able to interpret statistical and numerical data)
- Working with senior management and a range of stakeholders from either the public and private sectors and developing effective partnerships
- Good written and oral presentation skills with ability to present complex ideas in a comprehensible way

#### DESIRABLE

- Project Management experience
- Familiarity with Public Sector Decarbonisation Scheme

#### 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.