

Green Homes Project Manager (5 roles available)

12 Month Fixed Term Contract

Reference:	SEMNO049
Duration:	12 Month Fixed Term Contract
Salary	£43,857
Location:	Home Based

The Opportunity

An exciting opportunity has arisen within the Greater South East Energy Hub (GSEEH).

The GSEEH was set up in 2018 and is funded by the Department of Business Energy and Industrial Strategy. The GSEEH covers 11 Local Enterprise Partnerships and 141 local authorities in the south east of England.

Our work encompasses several programmes that reduce carbon and bring social and economic benefit. This includes the administration of the Rural Community Energy Fund and the Green Home Local Authority Delivery Phase 2 programme.

The Greater South East Energy Hub is based within the Business & Skills Energy directorate at the Cambridgeshire and Peterborough Combined Authority.

The Authority was established in March 2017 as a result of powers being devolved to it by Central Government most particularly in regard to securing major developments and improvements in respect of Transport, Housing, Education and Skills across the region with a vision to make Cambridgeshire and Peterborough the leading place in the world to learn, live and work.

Work closely with 4 other Projects Managers to develop and deliver a prioritised pipeline of regional domestic energy efficiency retrofit projects. The role holder will support local authorities and social housing providers to build capacity and capability to deliver energy efficiency retrofit and decarbonisation of heat at scale to meet fuel poverty and net zero targets.

The role holder will undertake effective stakeholder management with public, private and third sector organisations, local business networks and support organisations to build effective relationships and local networks to drive growth and capacity in the retrofit sector.

JOB DESCRIPTION

Role: Project Manager

Reports to: Programme Manager

Job Purpose

Work closely with 4 other Projects Managers to develop and deliver a prioritised pipeline of regional domestic energy efficiency retrofit projects. To support local authorities and social housing providers to build capacity and capability to deliver energy efficiency retrofit and decarbonisation of heat at scale to meet fuel poverty and net zero targets.

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Key Responsibilities

- Support the delivery of energy efficiency and heat decarbonisation projects, by utilising the full skills set of the Local Energy Hub team and operating as an interface with local authority leads and the Hub.
- Assist with procurement strategy implementation and preparing specification and tender documents.
- Support the Programme Manager with reporting, performance management and monitoring requirements.
- Support organisations to develop capacity and capability in the development and delivery of retrofit projects.
- Liaise with and raise the awareness of all stakeholder organisations and their staff in pursuance of securing the highest levels of buy in and collaboration to facilitate project delivery.
- Identify, articulate and communicate actual and foreseen barriers to the delivery of energy efficiency/heat decarbonisation projects, and work with stakeholders to identify and implement solutions.
- Collate lessons learnt, analyse outcomes, present and share learning across all stakeholder groups.
- Raise awareness of future national and regional funding opportunities, including ECO Flex, Home Upgrade Grants and Social Housing Decarbonisation Funds.
- Support organisations to scope, specify, benchmark, aggregate and/or upscale feasible energy efficiency/heat decarbonisation projects.
- Work collaboratively with organisations to develop full business cases/proposals to secure funding.
- Coordinate and facilitate local and subregional stakeholder engagement meetings.
- Cooperate and work in collaboration with the BEIS Local Energy Team.
- Ensure key performance indicators are achieved.

Key Working Relationships

- Council partners and partnerships
- Other Members of the Combined Authority
- Senior Officers and Members of the Constituent Bodies
- LEP, Council and other stakeholders in the Greater South East Hub area

PERSON SPECIFICATION

Knowledge & Experience

Essential

- Extensive Project Management experience
- Experience of working in energy efficiency, heat decarbonisation or fuel poverty projects and engaging with multiple stakeholders.
- Experience of developing and writing compelling business cases.
- Knowledge of the energy efficiency retrofit standards.
- Experience of working with senior management and a range of stakeholders

Desirable

- Experience of housing retrofit and/or heat decarbonisation project delivery is highly desirable
- Knowledge of administration of grant funding programmes
- Public Sector Experience
- Contract management
- Public sector procurement

Skills & Abilities

Essential

- Good written and oral presentation skills with ability to present complex ideas in a comprehensible way.
- Ability to establish effective working relationships with local authorities, clients and contractors.
- Ability to manage own workload and meet challenging deadlines.
- Good IT skills and competency in data management and reporting

Desirable

- MS Office abilities
- Prince 2 Qualified or equivalent

Behaviours

- The post-holder is expected to maintain the highest level of confidentiality and discretion at all times during the course of their work.
- The post-holder must comply with the Council's Health and Safety requirements.
- The post-holder will be required to work from a variety of locations within the Greater South East Hub area including Cambridgeshire & Peterborough region. There will also be a requirement to travel out of the region.
- The Green Homes Project Managers will each cover a proportion of the Local Authority areas within the Greater South East Energy Hub region.

To apply for this role: Your CV and a covering letter should be sent to: paul.woods3@beis.gov.uk

Closing date: 19th May 2021

