



## **Job Description**

<b>Post Title:</b>	Energy Programme Manager (Local Net Zero Accelerator)
<b>Directorate:</b>	Strategy, Economy and Net Zero Directorate
<b>Reports to:</b>	SMART Hub Lead
<b>Direct Reports:</b>	5
<b>Salary Band:</b>	SP42-SP46
<b>Key Relationships:</b>	Direct reports, Net Zero Neighbourhood Delivery Manager, SMART Hub Lead, Local authority officers, External project partners, Internal senior leadership teams, finance, legal, procurement and SAF teams

### **Role Purpose**

This primary objective of this role is management of the Local Net Zero Accelerator (LNZA), a 24-month programme, aiming to develop a regional fund for decarbonisation projects in the West Midlands, by evidencing, monitoring and financialising co-benefits derived from place-based projects and attracting private investment into projects in the region.

This is a complex innovation programme, requiring inputs from a wide consortium of sub-contractors and stakeholders, and is broken. The role holder will be responsible for successful programme execution, meeting its objectives, timelines, and budget constraints. Key responsibilities include strategic planning, management of team, wider stakeholders, risks, procurement and resources, progress tracking, and issue resolution. The Programme Manager must maintain a view of the overall programme, proactively addressing challenges, and ensuring that each work package aligns with and contributes to the overarching programme goals.

### **Responsibilities**

- Lead the development and implementation of the Local Net Zero Accelerator programme, ensuring that programme outcomes are achieved within set budgets and timeframes
- Oversee the development and implementation of robust programme management processes and ensure that the programme team works effectively to these processes
- Be responsible for all programme risk registers and management of risks and issues arising throughout the programme, ensuring that key risks are notified to senior leadership and escalated where appropriate, working closely with WMCA Assurance and Finance.

- Be responsible for programme budget management, working with the project team and WMCA Finance leads, including verification and authorisation of costs, monitoring and reconciliation, budget forecasting and profiling.
- Adhere to all policies, practices and procedures with regard to financial management, legal matters including procurement and those associated with the workforce including Health and safety promoting employee engagement and ensuring good practice is in place.
- Work with WMCA Assurance in order lead projects through the internal Strategic Assurance Framework (SAF) and corporate change management processes as required.
- Provide support to the directorate with engagement of legal, procurement, financial and other advice where identified, including managing external procurement activities as required.
- Oversee management of all programme deliverables and milestones, including those that are the responsibility of external contractors
- Be responsible for storage and management of programme documentation, ensuring that this is stored appropriately in shared/accessible areas and that access to any sensitive information is restricted appropriately
- Review programme performance/data and flag any issues or areas of concern.
- Oversee the internal programme team in preparing internal and external project reports and ensure these are accurate and support the wider reporting requirements of the project.
- Lead and manage the programme team effectively, ensuring that tasks are resourced suitable and that a positive team spirit is cultivated, in line with the values of the WMCA and the Energy Capital team
- Build and maintain strong collaborative relationships with strategic partners, delivery partners and key stakeholders
- Being an external advocate and representative of Energy Capital and the WMCA at meetings with stakeholders; building relationships and advocating the work of Energy Capital with local authority officers, housing associations, contractors and other stakeholders
- The duties and responsibilities in this job description are not exhaustive and the jobholder may be required to undertake other duties within the general scope of either the level or nature of the post.

## Person Specification

<b>Experience</b>	<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>		<b>Assessment Method</b>		
	E	D	App*	Int**	Other* **
Experience of managing complex programmes (innovation programme experience is desirable)	x		x	x	
Experience of leading and working with a variety of stakeholders to achieve and communicate shared goals	x		x		
Experience of developing systems and processes to support project and programme appraisal, implementation and delivery	x		x	x	

Experience of building and leading effective programme delivery teams	x		x	x	
<b>Skills/Knowledge/Abilities</b>	<b>E</b>	<b>D</b>	<b>App</b>	<b>Int</b>	<b>Other</b>
An understanding of programme management and reporting processes including stakeholder management, information management, risk and issues management, monitoring and control, change management, financial monitoring	x		x	x	
Strong attention to detail including observational, analytical, and organisational skills.	x		x		
High level numeracy skills inc. budgeting, data analysis, calculations, and trends.	x		x		x
Advanced Excel skills including formula understanding and ability to create and manage works books and sheets	x		x		x
Able to effectively communicate with and manage both internal and external customers.	x		x	x	
Able to develop and lead a team of internal staff and external stakeholders effectively	x		x	x	
Ability to plan and forecast effectively identify the need to adapt programme processes, deliverables, schedules, resources and budgets	x		x	x	
Advanced proficiency in MS Office applications including the ability to write and edit reports and presentations, formatting charts and graphs, managing calendars and scheduling activity	x		x		x
Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines.	x		x	x	
Ability to work in an environment where programme/project deliverables and processes may be uncertain or change over time, and lead management of change effectively	x		x	x	
Programme management experience or knowledge within one of the following areas: energy and environment; governance; innovation		x	x		
<b>Qualifications/ Professional Memberships</b>	<b>E</b>	<b>D</b>	<b>App</b>	<b>Int</b>	<b>Other</b>
Project Management Qualification		x	x		
Degree in a relevant subject or equivalent professional experience	x				

\* Application

\*\* Interview

\*\*\* Details will be shared at interview stage

## Core Expectations

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focused	Works as part of team, managing and leading.
	Service Driven	Customer, resident and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

## Health and Safety

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

## Equality and Diversity

To promote and champion equality and diversity in all aspects of the role

## Learning and Development

To participate in and take responsibility of any learning and development required to carry out this role effectively.

## Performance Management

To actively engage in the performance management process and take responsibility for managing performance outcomes.

## GDPR (General Data Protection Regulation)

To ensure the reasonable and proportionate protection, processing, sharing and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.

## Other

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work

within stakeholder and partner offices within the WMCA Constituent area on a regular basis