



Job Description

Job Title:	LAEP Delivery Manager
Directorate/Team:	Strategy, Economy, and Net Zero (SENZ)
Location:	16 Summer Lane or other site/location
Responsible to:	Head of Energy Infrastructure
Responsible for:	None initially. Potential as team grows
Key working relationships: (internal)	
Key working relationships: (external)	OfGEM, Network Operators, Local Authorities

Purpose of the Post

The primary purpose of this role is to lead and coordinate the Local Area Energy Planning Programme. This involves ensuring that the approach taken is innovative, regionally appropriate, and informed by best practices and innovations. The role aims to secure support from key stakeholders both within the region and nationally.

Accountabilities

The role involves leading and coordinating the Local Area Energy Planning Programme, ensuring an innovative and regionally appropriate approach that learns from best practices and innovation. It requires planning and executing regular engagement with external stakeholders, including Local Authorities, the energy sector, Ofgem, and central Government. The role is key in providing evidence, making connections, and integrating data and intelligence to add value to the process, ensuring it is recognized as valuable by all parties. Additionally, the role drives Energy Capital's vision of a just energy transition, where investment meets the needs of diverse communities, enables timely decarbonisation, and fosters a thriving market for clean-tech innovation and economic growth

Responsibilities

Strategic

- Accountable for establishing an appropriate delivery path for LAEPs across the region
- Required to maintain significant technical competence, acting as the lead engagement officer with OfGEM to ensure governance and regulation supports and enables Energy Capital's mission, feeding into consultations and market development.
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People

- The representative of the WMCA at all stakeholder briefings, providing advice and direction to peers at local authorities.
- A genuine team player, providing mentoring and support to other team members, helping them to ensure their development needs are met and their potential is realised.

Operational

- Responsible for planning the programme, overseeing its delivery, managing externally funded projects that are part of the LAEP programme, reporting against key milestones and supporting bids for additional funding

<ul style="list-style-type: none"> • Providing regular project updates to the Head of Energy Infrastructure, flagging issues and concerns early to obtain support in overcoming challenges and accurate and up to date monthly progress reports to the Director of Energy Capital • Fully accountable for the PRIDE innovation project as part of the LAEP programme, ensuring it is appropriately resourced and able to continue into future rounds. • Producing and delivering against a communications plan for the programme; write regular stakeholder and Mayoral briefings; communication articles, targeted social media and detailed Board reports, effectively capturing all required updates.
Financial
<ul style="list-style-type: none"> • Responsible for informing business cases for investment in energy assets that are needed within the region, across all departments and member local authorities. • The key liaison person, regularly meeting with the finance lead and support departments to ensure LAEP programme projects are delivered within time and budget. • Researching best practice and implementing appropriate pathways, to enable WMCA approaches to remain market aligned.
Other

Person Specification					
Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A*	I*	T*
Experience of working on local authority decarbonisation programmes or LAEPs	X		X		
Experience of successfully operating in a multi stakeholder environment		X		X	
Energy sector experience		X	X		
Skills / Knowledge	E	D	A*	I*	T*
Outstanding analytical skills, able to review vast amounts of information to determine the best approach.	X			X	
Able to make decisions effectively, using either own knowledge or available data.	X			X	
Good understanding of local government, their remit, and operational constraints.		X	X		
Excellent interpersonal skills, be able to pre-empt and manage partner concerns and be able to confidently persuade and inform key senior stakeholders	X			X	
Excellent project and programme management skills		X	X		
The desire to develop and motivate others; supporting partners and colleagues to achieve their full potential		X		X	
Ability to work effectively as part of a fast-paced team	X			X	
The desire to continually learn and develop		X	X		
Qualification / Education / Training	E	D	A*	I*	T*
Minimum relevant degree level qualification	X		X		

Project management qualification		X	X		
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***Key:** A = Application, I = Interview, T = Testing/Assessment

Core Expectations	
Health, Safety & Wellbeing	All employees have a duty to take reasonable care for the health, safety, and wellbeing 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, safety, and wellbeing.
Equality & Diversity	Promote and champion equality and diversity in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	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.
Adherence to Policies	Be aware of and comply with all organisation policies.
Other	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

Values		
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 Focussed	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.

Additional Post Requirements									
Essential Car User		Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Job Evaluation Details			
Date Evaluation Agreed	JEP Reference	Grade	Job Family