



Job Description

Post Title: Energy Project Support Officer (Local Net Zero Accelerator)

Directorate: Strategy, Economy and Net Zero

Salary Band: 24-28

Reports to: Programme Manager (Local Net Zero Accelerator)

Direct Reports: 0

Role Purpose

The role supports the WMCA in managing SMART Hub programmes and projects, particularly the Local Net Zero Accelerator Programme, funded by the Department for Energy Security and Net Zero.

The role will provide a comprehensive programme management service by using programme management tools, guidance and advice to support the Programme Manager and workstream leads and ensure that project outcomes and deliverables are achieved within agreed time and budget limits.

Responsibilities

- Ensure key programme documentation is kept up to date, including programme plan, RAID log (Risks, Actions, Issues, Decisions), lessons learned log and workstream budgets
- Prepare programme/project reports in accordance with a schedule
- Contribute to the ongoing development, maintenance and review of risk and issue management plans, processes and associated documentation in the agreed timescales and standards
- Support the development of effective financial reporting processes to ensure robust management audit and risk controls are secured enabling the effective management of LNZA resources
- Prepare programme/project change requests as and when needed
- Collate, organise and present information from programme activities to support accurate reporting and monitoring, decision making, dissemination of learning and end of programme evaluation
- Provide full meeting support to Boards/Groups/Forums that have been established to support project development/implementation. Including co-ordination and circulation of agenda and papers, recording, monitoring, and progressing actions.
- Liaise with project stakeholders to gather and disseminate information and support programme management and monitoring respond to communications from stakeholders in a timely manner, that builds confidence in and the reputation of Energy Capital and WMCA
- Contribute to the development and execution of communications plans and materials to support programme activities
- Contribute to continuous improvement of project management processes across the Energy Capital team

Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			Assessment Method		
Experience	E	D	App*	Int**	Other***
Experience of administering programme management and reporting processes	E		X	X	
Experience of leading on the development of project application processes and documentation		D	X	X	
Experience of monitoring dashboards, reports and tools to report progress to Boards and Committees.	E		X	X	
Experience of working alongside finance professionals to administer clear financial reporting processes for business programmes		D	X	X	
Experience implementing risk, issue and change control processes and templates		D	X	X	
Experience working on projects relating to energy, environment or innovation		D	X	X	
Skills/Knowledge/Abilities	E	D	App	Int	Other
An understanding of programme/project management and reporting processes including stakeholder management, information management, risk and issues management, monitoring and control, change management, financial monitoring	E		X	X	
Strong analytical skills with a high attention to detail.		D	X	X	
Strong communication skills, able to use written and verbal briefings to convey complex information succinctly	E		X	X	
Strong interpersonal and organisational skills and an ability to work under pressure, able to deal with differing demands of funders (Government departments) and project delivery organisations	E		X	X	
Intermediate/Advanced skills in using Microsoft Office products (Word, Excel, PowerPoint, Outlook) and virtual meeting software (Zoom/MST)	E		X	X	
Ability to work in an environment where programme/project deliverables and processes may be uncertain or change over time, and support development of new approaches and change management	E		X	X	
Qualifications/ Professional Memberships	E	D	App	Int	Other
Degree in a relevant subject or equivalent professional experience		D	X	X	

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