

Job Description

Job Title:	Net Zero Neighbourhood Project Manager
Directorate/Team:	Strategy, Economy and Net Zero
Location:	16 Summer Lane or other site/location
Responsible to:	Head of Net Zero and Communities
Responsible for:	N/A
Key working relationships: (internal)	Local Net Zero Accelerator and wider Energy Capital teams, WMCA assurance, finance, legal and procurement.
Key working relationships: (external)	Local Authority partners and project delivery leads/providers.

Purpose of the Post

To lead on the development and implementation of projects within the Energy Capital team's SMART Hub programme, in particular overseeing and coordinating development of Net Zero Neighbourhood demonstrators within the Local Net Zero Accelerator programme.

The role holder will be expected to have a good understanding of place-based energy projects and will provide project management and support from initiation and development stages through to implementation, delivery and closedown. They will ensure that project outcomes are delivered to time and budget, and to manage contractors and other external stakeholders

Accountabilities

- Manage Net Zero and Communities projects
- Oversee end-to-end project delivery—from planning to implementation and closeout.
- Ensure projects are delivered on time, within budget, and meet strategic objectives.
- Coordinate with contractors, stakeholders, and local partners to drive collaboration.
- Provide technical insight into place-based energy solutions and net zero strategies.
- Monitor progress and produce reports to support governance and funding compliance

Responsibilities

Strategic

- Provide project management leadership of the development and implementation of agreed projects, in particular leading the Net Zero Neighbourhood demonstrator workstream within the Local Net Zero Accelerator programme.
- Working with WMCA Assurance in order to support projects through the internal Strategic Assurance Framework (SAF) and corporate change management processes as required.
- Building strong collaborative relationships with strategic partners, delivery partners and key stakeholders, ensuring delivery of the project through partnership working and best practice.
- 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.
- Developing an understanding of housing retrofit, including customer journey, performance evaluation and current and future retrofit standards including PAS 2035 and PAS 2030.

People

- Adhering to all policies, practices and procedures with regard to workforce matters including Health and Safety, promoting employee engagement. - Providing support to the directorate with engagement of legal, procurement, financial and other advice. - Actively promote and ensure an effective working relationship between the project and the SMART Hub and ensure effective stakeholder management. - Managing relationships with local authorities and external contractors to ensure project deliverables are met.
Operational
- Developing, implementing and maintaining robust project processes and systems ensuring that project aims and objectives are satisfactorily met. - Creating and coordinating risk registers for projects/programmes to document and monitor agreed mitigations. - Ensuring all project documentation is appropriately stored in shared/accessible areas. - Reviewing project performance/data and flagging any issues or areas of concern. - Preparing internal and external project reports and ensuring these are accurate and support wider reporting requirements. - Monitoring project progress across multiple Net Zero Neighbourhood projects, including meetings on site. - Providing full meeting support to Boards/Groups/Forums including coordination and tracking of actions. - Managing communications and marketing activity associated with respective projects, including drafting text for webpages and events.
Financial
- Manage the approved project budget, forecasting and monitoring throughout the lifecycle. - Responsible for allocated budgets, raising purchase orders and approving invoices. - Adhering to all policies, practices and procedures with regard to financial management and legal matters including procurement.
Other
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					
Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A*	I*	T*
Experience of managing and coordinating projects relating to energy or net zero	X		X	X	
Experience of working effectively 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	
Skills / Knowledge	E	D	A*	I*	T*
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.	X		X	X	
Strong attention to detail including observational, analytical, and organisational skills.	X		X	X	
Excellent interpersonal skills, with strong political acumen and the ability to confidently persuade and inform key senior stakeholders	X		X	X	

Outcome focused with good analytical and process skills to be able to review information, determine the best approach and break things down into manageable steps to achieve a desired outcome	X		X	X	
Excellent collaboration and stakeholder engagement skills, with experience in working across all levels of an organisation, with local authorities and local communities	X		X	X	
The desire to learn, develop and motivate others; working in partnership with a range of organisations and the ability to build strong relationships both internally and externally	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	
Effective time management skills and ability to work independently as well as a member of a cross-functional team is essential.	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 support development of new approaches and change management	X		X	X	
Understanding of GDPR regulations and data protection principles		X	X		
Knowledge of building retrofit and local net zero projects	X		X	X	
Qualification / Education / Training	E	D	A*	I*	T*
Project Management Qualification or commitment to commencing relevant course.	X		X		
Degree in a relevant subject or equivalent professional experience	X		X		

***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 ☐	No ☐	Yes ☐	No ☐	Basic ☐	Standard ☐	Enhanced ☐	None ☐	Yes ☐	No ☐

Job Evaluation Details			
Date Evaluation Agreed	JEP Reference	Grade	Job Family