



## Job Description

<b>Job Title:</b>	Energy Infrastructure Programme Manager
<b>Directorate/Team:</b>	SENZ/Energy Capital
<b>Location:</b>	16 Summer Lane or other site/location
<b>Responsible to:</b>	Kate Ashworth
<b>Responsible for:</b>	Gordon Telling, Katie Treadwell, +1 Energy Projects Officer
<b>Key working relationships:</b> (internal)	Direct reports, Head of Energy Infrastructure, Internal senior leadership teams, finance, legal, procurement and SAF teams,
<b>Key working relationships:</b> (external)	Local authority officers, PRIDE project partners including NGED and NESO Midlands Net Zero Hub, Department for Energy Security and Net Zero.

## Purpose of the Post

The primary objective of this role is management of the Energy Infrastructure programme. This involves the production of business cases, resourcing, management of funding streams, project consultancy, project delivery and monitoring. The programme includes oversight of multiple strategic and place-based net zero projects across the West Midlands and development of a further pipeline of future projects into the programme.

The aim of the programme is to ensure that the West Midlands has the underlying energy infrastructure to support its ambitions to achieve a just transition to net zero by 2041. It involves close working with partners including local authority officers, energy infrastructure providers, the National Energy System Operator and OFGEM to increase the visibility and future credibility of energy system planning, including heat networks, at a local level.

This is a complex programme with strong innovative elements, requiring input from a wide consortium of sub-contractors and stakeholders. The role holder will be responsible for successful programme execution, meeting its objectives, timelines, within budget, and ensuring that learning from the programme is communicated with key stakeholders. Key responsibilities include programme planning, management of team and wider stakeholders, management of risks, undertaking procurement, 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 and wider ambitions of the team and WMCA.

## Accountabilities

- Lead the development and implementation of the energy infrastructure programme, ensuring that programme outcomes are achieved within set budgets and timeframes
- Build cross organisational and local authority support for the need for systematic and strategic energy infrastructure planning
- Be responsible for monitoring and reporting to external funding bodies such as Innovate UK for active projects. This may include developing impact measurement criteria in order to evaluate project success.
- Be responsible for creation, 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

<b>Responsibilities</b>					
<b>Strategic</b>					
<ul style="list-style-type: none"> <li>• 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, appropriate business partners and escalated where appropriate, working closely with WMCA Assurance and Finance.</li> <li>• Work with local authorities to ensure strategic energy infrastructure system planning is embedded across multiple teams including spatial planning and economic regeneration</li> <li>• Work with WMCA Assurance in order to lead projects through the internal Strategic Assurance Framework (SAF) and corporate change management processes as required.</li> </ul>					
<b>People</b>					
<ul style="list-style-type: none"> <li>• Build and maintain strong collaborative relationships with strategic partners, delivery partners and key stakeholders</li> <li>• Work with local authorities and other colleagues to identify wider measures that can be incorporated into energy infrastructure planning such as opportunities to explore flexibility as an alternative to traditional grid reinforcement</li> <li>• Oversee the development and implementation of robust programme management processes and ensure that the programme team works effectively to manage these processes</li> <li>• Lead and manage the programme team effectively, ensuring that tasks are resourced suitably and that a positive team spirit is cultivated, in line with the values of the WMCA and the Energy Capital team</li> <li>• 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.</li> </ul>					
<b>Operational</b>					
<ul style="list-style-type: none"> <li>• Review programme performance/data and flag any issues or areas of concern.</li> <li>• Oversee management of all programme deliverables and milestones, including those that are the responsibility of external contractors</li> </ul>					
<b>Financial</b>					
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Provide support to the directorate with engagement of legal, procurement, financial and other advice where identified, including managing external procurement activities as required.</li> <li>• 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.</li> </ul>					
<b>Other</b>					
<ul style="list-style-type: none"> <li>• 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.</li> </ul>					

<b>Person Specification</b>					
Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
	E	D	A	I	T
<b>Experience</b>					
Experience of managing complex programmes (innovation programme experience is desirable)	X		X	X	
Experience of managing net zero projects	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</b>	<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>	<b>T</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	
Understanding of the energy sector including how energy infrastructure investment is planned for	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 workbooks 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 to 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 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	x
Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines.	X		X	X	x
Programme management experience or knowledge within one of the following areas: energy and environment; governance; innovation		x	x		
<b>Qualification / Education / Training</b>	<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>	<b>T</b>
Project Management Qualification		x	x		
Degree in a relevant subject or equivalent professional experience	X				

Key: A = Application, I = Interview, T = Testing/Assessment

<b>Core Expectations</b>	
<b>Health, Safety &amp; Wellbeing</b>	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.
<b>Equality &amp; Diversity</b>	Promote and champion equality and diversity in all aspects of the role.
<b>Learning &amp; Development</b>	Participate in and take responsibility of any learning and development required to carry out this role effectively.
<b>Performance Management</b>	Actively engage in the performance management process and take responsibility for managing performance outcomes.

<b>GDPR</b>	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.
<b>Adherence to Policies</b>	Be aware of and comply with all organisation policies.
<b>Other</b>	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
<b>Collaborative</b>	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
<b>Driven</b>	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
<b>Inclusive</b>	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
<b>Innovative</b>	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 type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Job Evaluation Details

Date Evaluation Agreed	Job Family	Level/Grade	JEP Reference