

## **Job Description**

**Post Title:** Head of Delivery (Building Retrofit)

**Directorate:** Strategy, Economy and Net Zero

**Reports to:** Director, Energy Capital

**Direct Reports:** Minimum of 2, but will likely increase as the team grows

**Salary Band:** TBC

**Key Relationships:** Social housing and registered providers, West Midlands Local Authorities, construction and retrofit supply chain, senior leaders at the WMCA, LA's and other heads of departments.

### **Role Purpose**

The West Midlands Combined Authority (WMCA) is committed to building a better connected, more prosperous, fairer, greener and healthier region. Our Values are central to how we work and interact with our wider partners and stakeholders. We encourage our colleagues to

Be **Collaborative**, Be **Innovative**, Be **Driven** and Be **Inclusive**.

We aim to make the West Midlands fairer, greener and healthier and this includes delivering the WM2041 climate change strategy where we are working across a wide range of activity to take the region to net zero carbon emissions by 2041.

This role will be based within the WMCA energy team and will work across directorates and departments to contribute to build the WMCA's capability to deliver measures that support the net zero transition, focusing specifically on the direct delivery of energy efficiency, heating systems and building energy solutions into homes and buildings across the region.

The energy team, known as Energy Capital, is part of a public, private industry partnership, tasked with delivering the Regional Energy Strategy, enabling a just energy transition, and securing the powers and resources necessary to deliver this effectively.

This role will be responsible for ensuring that carbon emissions from the building stock of the West Midlands reduce over time, as well as incidence of fuel poverty across the region.

The primary objective of this role will be to enable the existing domestic retrofit delivery team to transform into a best practice delivery and solutions team across building retrofit as a whole and ensure the successful delivery of the three year single settlement retrofit pilot starting in March 2025, along with supporting programmes.

This role will have full responsibility to WMCA leaders for delivering high quality retrofit; building the capability and capacity of teams across the WMCA to ensure the successful implementation of the retrofit devolution pilot; and developing a new commercial retrofit offering in partnership with the market to retrofit non-domestic buildings.

## Responsibilities

As the Head of Delivery, you will;

- Oversee all retrofit delivery programmes at the WMCA (Upward of £120m in value), maintaining exceptional delivery standards, managing relationships with a wide range of stakeholders and ensuring maximum learning and collaboration amongst partners.
- Be responsible to the Mayor, WMCA Board, Environment and Energy Board, Energy Capital Board for retrofit programme delivery progress and learnings.
- Lead the development and delivery of the retrofit element of the Regional Energy Strategy, supporting the establishment of a functional strategy to ensure retrofit programmes of work are effectively targeted, based on a strong data-driven evidence base, to steer the single settlement retrofit pilot; with cross organisational and local authority support to deliver measurable carbon savings and reduce fuel poverty retrofit across the region.
- Be responsible for contracting retrofit funding from national sources, working in partnership with teams across the WMCA, all West Midlands Local Authorities and the Midlands Energy Hub
- Oversee the growth and development of a professional retrofit delivery team.
- Be a strong and effective team leader, with the ability to inspire and support team members to achieve their goals.
- Be responsible for proving the business case for long term investment in retrofit, building on existing evidence and stimulating innovation where it is needed to address market challenges.
- Work closely with West Midlands local authorities and their customer journey support agencies, to build a comprehensive picture of 'need' and the impact of retrofit measures being undertaken and use this to establish and work with the WMCA communications team to deliver a comprehensive communications campaign to support retrofit delivery across the region.
- Build relationships with ECO (Energy Company Obligation) providers to deliver appropriate regional programmes to address fuel poverty.
- Work with the market to identify value added services that can be provided by the WMCA to support retrofit of non-domestic buildings across the region.
- Monitor, demonstrate and communicate to Government and others, the value of funding flexibility through the devolved retrofit pilot to secure ongoing roll out of the scheme.
- Be responsible for disseminating information to improve stakeholders' understanding of relevant policy and regulations and build strong relationships with both constituent and non-constituent local authorities and social landlords across the West Midlands
- Feed evidence into Government to shape policy and regulation to support the West Midlands approach to retrofit delivery.
- Manage relationships with all relevant support services and work collaboratively with them to enable them to do their jobs effectively and support the delivery of our programmes.

## Person Specification

Please specify (X) whether the experience required is Essential (E) or Desirable (D)	Assessment Method
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<b>Experience</b>	<b>E</b>	<b>D</b>	<b>App*</b>	<b>Int**</b>	<b>Other** *</b>
Experience of overseeing multiple retrofit or construction delivery contracts	x		x		
Experience of fulfilling a strategic leadership role mobilising multiple stakeholders to achieve a challenging goal or vision	x		x		
Excellent communication, collaboration and stakeholder engagement skills, with experience working in political environments, advocating across all levels of an organisation including with local authority leaders	x		x	x	
Proven experience of negotiating multiple complex construction contracts		x		x	
<b>Skills/Knowledge/Abilities</b>	<b>E</b>	<b>D</b>	<b>App</b>	<b>Int</b>	<b>Other</b>
Proven operational understanding of building physics, construction or domestic retrofit delivery	x		x		
Working understanding of construction law		x			
Demonstrable understanding of policy, legislation, and compliance requirements for domestic energy management, including Standard Assessment Procedure, Energy Performance Certificates, the Energy Company Obligation, and PAS2035/PAS2030		x		x	
Demonstrable understanding of policy, legislation and compliance requirements for non-domestic energy management including Minimum Energy Efficiency Standard (MEES) and knowledge of commercial models to support investment such as Energy Performance Contracting		x		x	
Excellent interpersonal skills, able to confidently persuade and inform key senior stakeholders	x			x	
Demonstrable understanding of data analytics for energy management	x		x		
Good analytical skills, able to review information and solve problems quickly and effectively	x			x	
The desire to 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	
Ability to effectively build teams and work as part of a fast-paced delivery team, managing resources effectively	x		x		
Able to make decisions confidently and effectively	x			x	

A commitment to continuous improvement, with a passion and desire to make a difference	x		x		
Ability to prioritise effectively, managing multiple priorities simultaneously.	x			x	
<b>Qualifications/ Professional Memberships</b>	<b>E</b>	<b>D</b>	<b>App</b>	<b>Int</b>	<b>Other</b>
RICs accreditation, Chartered Institute of Buildings accreditation or equivalent in a relevant discipline, with evidence of on-going professional development	x		x		
Degree or relevant qualification in retrofit related subject		x	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 focused.
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