

Job Description

Job Title:	Energy Research Analyst and Partnership Coordinator
Directorate/Team:	Energy Capital / Strategy, Economy and Net Zero
Location:	16 Summer Lane or other site/location
Responsible to:	Programme Manager – Net Zero
Responsible for:	N/A
Key working relationships: (internal)	Energy Capital team, Environment team, Transport team, Housing & Land team, Strategy team, Skills team
Key working relationships: (external)	Local authority officers, Local councillors, Energy industry partners, Community groups, Academic institutions

Purpose of the Post

As Energy Research Analyst and Partnership Coordinator, you will be an integral part of the energy and net zero team within the WMCA, working alongside colleagues from across the organisation to deliver the net zero transition.

Energy Capital is responsible for implementing the West Midlands Regional Energy Strategy and developing a second Five Year Plan towards the region's ambitions for net zero by 2041. While Energy Capital and the wider WMCA have some direct delivery powers and resources, the vast majority of action required to deliver on these strategic priorities will be carried out by external partners: local authorities, infrastructure operators, universities, community groups and supply chain companies.

The primary objective of this role is supporting Energy Capital's partners to collaborate effectively to achieve shared strategic goals. This will involve gathering intelligence about what partners are working on, identifying synergies and opportunities for increased impact, sharing information and analysis about the region to target and support programmes of work and communicating the successful work of the partnership. In addition, you will engage in policy work across the WMCA to ensure that the powers and resources necessary to deliver on our strategies are successfully devolved to the region or the case for national changes is made effectively.

Accountabilities

Support Regional Collaboration

Gather intelligence on partner activity, identify opportunities for alignment, and facilitate joint working to advance net zero goals.

Deliver Insight and Analysis

Produce data-driven reports and briefings to inform programme delivery and strategic decision-making.

Showcase Regional Impact

Share successes and best practice from across the partnership to raise the profile of the region's energy transition work.

Influence Policy and Devolution

Contribute to policy development and make the case for devolved powers and national policy change to support regional delivery.

Contribute to Strategic Planning

Support the development and implementation of Energy Capital's Five Year Plan towards the 2041 net zero target.

Responsibilities

Strategic

- Enabling networking and information sharing to build a picture of net zero activity
- Undertaking research to support the activities of the Energy Capital team, sharing this across the WMCA to enable cross organisational linkages to be made and the identification of opportunities for collaboration to achieve added value.
- Raising the profile of Energy Capital with key influencers and stakeholders through the collation, analysis and sharing of learning and intelligence developed within the various projects and programmes of work.
- Following national energy policy with project partners and regional economic policy developments with the strategy directorate, keeping the Energy and Environment teams abreast of opportunities, and drawing together evidence to shape policy in support of Energy Capital's devolution asks of Government.

People

- Building relationships with Energy Capital Partnership Board members and their teams; providing evidence-based reports to the Board, facilitating pre-board networking sessions and delivering on actions identified in Board meetings.
- 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 with local authority officers, business networks, energy innovators, regional universities and other combined authorities.
- Being an internal advocate and representative of Energy Capital at meetings with colleagues; building relationships, gathering intelligence, identifying opportunities and shaping collaborative activities to achieve shared objectives across the digital, housing, transport, skills, environment and strategy teams

Operational

- Enabling the sharing of information across the partnership, developing and running networking sessions, events, managing the Energy Capital website and social media channels and following and sharing the activities of partners.
- Securing agreements and licences to hold and publish data, and the draft the associated narratives around energy in the West Midlands.
- Collecting and analysing data and intelligence to inform and shape projects and programmes to enable the delivery of effective targeted action, such as targeted retrofit programmes under the Devolved Pilot, in close collaboration with other WMCA colleagues working on data and intelligence.
- Developing strong narratives, engaging stories and drafting copy for publication and inclusion within project proposals on energy and net zero activities in the West Midlands
- Creating data visualisations to aid the communication of technical information in an accessible manner.
- Supporting data collection contracts to maximise the value of any investments made by the team, such as commissioning building stock assessments.

Financial

Other

- Taking an innovative approach to challenges, researching best practice and new techniques, and implementing changes to help the team be the best that they can.

Person Specification

Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable	How Evidenced?
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Experience	E	D	A*	I*	T*
Experience of working within the energy sector or related industry	X		X	X	
Skills / Knowledge	E	D	A*	I*	T*
Excellent analytical skills – able to review information and determine appropriate analytical approaches	X		X	X	
Excellent interpersonal skills – able to confidently extract information, understand perspectives and persuade and inform key senior stakeholders	X		X		
Excellent communicator – able to draft technical and non-technical documents for a range of audiences with different knowledge levels	X		X	X	
Excellent teamwork – able to help and support others towards common goals	X		X	X	
Able to work in a fast-paced, highly technical team	X		X		
Able to propose goals, work independently and manage own time	X		X	X	
Excellent IT skills	X		X		
Willing to continuously learn and develop new skills	X		X		
Qualification / Education / Training	E	D	A*	I*	T*
Minimum degree level qualification in a relevant subject	X		X		
Degree with independent research components		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 <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	JEP Reference	Grade	Job Family