



## **Job Description**

<b>Post Title:</b>	Energy Project Manager – Local Net Zero Accelerator
<b>Directorate:</b>	Strategy, Economy and Net Zero (SENZ)
<b>Reports to:</b>	Programme Manager (Local Net Zero Accelerator)
<b>Direct Reports:</b>	0
<b>Salary Band:</b>	SP36-SP40
<b>Key Relationships:</b>	Energy Capital team, WMCA assurance, finance, legal and procurement. Local Authority partners and project delivery leads/providers.

### **Role Purpose**

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

The role will provide project management and support from initiation, development stages through to implementation, delivery and closedown. The role will be required to ensure that project outcomes are delivered to time and budget, and to manage contractors and other external stakeholders.

### **Responsibilities**

- Provide project management leadership of the development and implementation of agreed projects, in particular within the Local Net Zero Accelerator programme
- Developing, implementing and maintaining robust project processes and systems ensuring that project aims, and objectives are satisfactorily met and evidenced including timelines and critical paths.
- Creating and coordinating risk registers for projects/programmes to document and monitor agreed mitigations, working closely with WMCA Assurance and Finance.
- Manage the approved project budget, forecasting and monitoring the budget throughout the project lifecycle, including verification and authorisation of costs, monitoring and reconciliation, budget forecasting and profiling. Responsible for allocated budgets, raising purchase orders and approving invoices.
- Adhering 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.

- Working with WMCA Assurance in order support projects through the internal Strategic Assurance Framework (SAF) and corporate change management processes as required.
- Providing support to the directorate with engagement of legal, procurement, financial and other advice where identified, including managing external procurement activities as required.
- Ensuring all project documentation is appropriately stored in shared/accessible areas.
- Reviewing project performance/data and flag any issues or areas of concern.
- Working closely with stakeholders and the internal programme team to prepare internal and external project reports and ensure these are accurate and support the wider reporting requirements of the project.
- Building strong collaborative relationships with strategic partners, delivery partners and key stakeholders, ensuring delivery of the project through partnership working and best practice, ensuring that commitments are met and that expectations are exceeded.
- Actively promote and ensure an effective working relationship between the projects and the SMART Hub and ensure effective stakeholder management and engagement with all other parts of the organisation.
- Managing external contractors to ensure that project deliverables are provided to time and budget.
- Providing 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.
- 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, housing associations, contractors and other stakeholders.
- Managing communications and marketing activity associated with respective projects, including drafting text for webpages and events.
- 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

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>	<b>Assessment Method</b>				
	E	D	App*	Int**	Other**
<b>Experience</b>					
Experience of managing and coordinating projects and programmes	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	
<b>Skills/Knowledge/Abilities</b>	E	D	App	Int	Other
An understanding of programme/project management and reporting processes including stakeholder management, information	x		x	x	

management, risk and issues management, monitoring and control, change management, financial monitoring					
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 works books and sheets	x		x		x
Able to effectively communicate with and manage both internal and external customers.	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		
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	
Project management experience or knowledge within one of the following areas: energy and environment; data management; finance; local authority governance; innovation		x	x		
<b>Qualifications/ Professional Memberships</b>	<b>E</b>	<b>D</b>	<b>App</b>	<b>Int</b>	<b>Other</b>
Project Management Qualification or commitment to commencing relevant course.	X	-	x		
Degree in a relevant subject or equivalent professional experience	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 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.
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**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