West Midlands Combined Authority

Job Description	
Job Title:	Energy Project Manager
Directorate/Team:	Strategy, Economy and Net Zero (SENZ)
Location:	16 Summer Lane or other site/location
Responsible to:	Programme Manager
Responsible for:	None
Key working relationships: (internal)	Energy Capital team, WMCA governance, 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 Energy Capital's Net Zero Homes and Communities programme, in particular within the Local Net Zero Accelerator programme, the Net Zero Neighbourhoods programme and/or the Buildings Retrofit Pilot 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 high quality project outcomes are delivered to time and budget, and to manage contractors and other external stakeholders.

Accountabilities

- Timely and cost-effective management of a portfolio of projects to ensure realisation of expected benefits at both project and programme level
- Effective management of project dependencies, risks, issues, assumptions, actions, and collation and communication of lessons learned
- Proactively support the development of team members and colleagues

Responsibilities

Strategic

- 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 wider Net Zero Homes and Communities programme and ensure effective stakeholder management and engagement with all other parts of the organisation.
- 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.

People

- 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.
- Work flexibly and with integrity to meet the needs of the WMCA and the Strategy, Economy and Net Zero function.

Operational

- Providing project management leadership of the development and implementation of agreed projects, in particular within the Local Net Zero Accelerator programme, the Net Zero Neighbourhoods programme and/or the Buildings Retrofit Pilot 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.
- Working with WMCA Assurance in order to support projects through the internal Strategic Assurance Framework (SAF) and corporate change management processes as required.
- Providing support to the directorate in engaging with 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 flagging any issues or areas of concern.
- 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.
- Managing communications and marketing activity associated with projects, including drafting text for webpages and events.

Financial

- Managing 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.
- 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 understood and followed.
- Ensure Value for Money and follow the appropriate governance processes for dealing with any financial activities.

Other

- Represent the WMCA in a professional manner.
- 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 and/or 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 initiation (including business case development), design, implementation, delivery, monitoring and evaluation and close down	x		x	x	
Skills / Knowledge	**E**	**D**	**A***	**I***	**T***
An understanding of project management and reporting processes including stakeholder management, information management, risk and issues management, monitoring and control, change management, monitoring and evaluation, and financial monitoring	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 an ability to construct complex formulae, use pivot tables, and create and manage workbooks 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 transformation management	x		x	x	
Project management experience or knowledge within one of the following areas: energy; environment; data management; finance; local authority governance; innovation		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				

***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.
Matrix Working	Work in a matrix way when required by actively collaborating across traditional boundaries—such as directorates, functions, or geographic areas—to achieve shared goals. Depending on your role, you may contribute to multiple projects or workstreams, often working alongside different teams and leaders.
Business Continuity	All staff should actively participate in business continuity training and exercises when required, ensuring they understand and follow business continuity plans and procedures to maintain organisational resilience during disruptions.
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

Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes ☐	No ☒	Basic ☒	Standard ☐	Enhanced ☐	None ☐	Yes ☐	No ☒

Job Evaluation Details

Date Evaluation Agreed	JEP Reference	Grade	Job Family
12/03/2024	JEP315	SP36-SP40	