

## Job Description

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

## Purpose of the Post

As Energy Partnership Assistant, you will be part of a team responsible for supporting the Energy Capital Partnership to collaborate effectively to deliver on the aims of the West Midlands Regional Energy Strategy.

## Accountabilities

You will assist in 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 work of the partnership. You will support the work of the wider Net Zero Policy team to strategically engage with partners, ensuring that research and development of regional energy and net zero policies is carried out collaboratively with partners.

## Responsibilities

### Strategic

- Work flexibly and with integrity to meet the needs of the WMCA and Energy Capital
- Contribute to the achievement of the WMCA's organisational goals
- Monitor regional energy initiatives and compile intelligence reports on partner activities
- Support the development of insights about regional energy trends and opportunities
- Assist in identifying potential collaboration opportunities between energy stakeholders

### People

- Assist team members and partners with collaborative tasks related to activities, projects and programmes.
- Establish and maintain effective working relationships with all departments.
- Engage with external stakeholders to encourage collaboration and support opportunities for partnership working.
- Build and maintain a network of contacts across local authorities, energy industry, community groups, and academic institutions
- Support knowledge sharing activities between Energy Capital partners
- Facilitate communication between different stakeholder groups to encourage collaborative approaches

### Operational

- Deliver work in a timely and efficient manner to the levels of quality and accuracy required.

<ul style="list-style-type: none"> <li>• Support the organisation of regular events to keep external stakeholders updated and engaged with Energy Capital's work.</li> <li>• Maintain accurate, up to date records of all contacts in a database</li> <li>• Organise and co-ordinate mailings including newsletters and invitations.</li> <li>• Contribute to regular website updates.</li> <li>• Support outreach and engagement efforts to raise awareness about energy-related issues and initiatives among community stakeholders, businesses, and residents.</li> <li>• Attend external forums where necessary, keeping up to date with best practice and ensure personal awareness of relevant issues.</li> <li>• Gather and analyse information about regional energy projects and initiatives</li> <li>• Prepare briefing materials highlighting partnership synergies and collaborative opportunities</li> <li>• Support the monitoring of progress against Regional Energy Strategy objectives</li> <li>• Assist in creating reports and presentations on regional energy activities</li> <li>• Help coordinate collaborative projects between Energy Capital partners</li> <li>• Support the creation of information resources to aid regional energy planning</li> </ul>
<b>Financial</b>
<ul style="list-style-type: none"> <li>• Ensures Value for Money and follows the appropriate governance processes for dealing with any financial activities.</li> <li>• Support basic financial tracking for partnership activities and collaborative projects</li> <li>• Assist with gathering information for funding applications and reporting</li> </ul>
<b>Other</b>
<ul style="list-style-type: none"> <li>• Represent the WMCA in a professional manner.</li> <li>• Undertaking such tasks as may reasonably be expected commensurate with the scope and level of the role.</li> <li>• Stay informed about regional and national energy policies and initiatives</li> <li>• Support the delivery of the West Midlands Regional Energy Strategy through partnership facilitation</li> </ul>

Person Specification					
Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A*	I*	T*
Experience of organising and prioritising own workload on a day-to-day basis	x		X		
Experience of maintaining accurate records.	x		X		
Experience in communicating/presenting/reporting complex information concisely to both technical and non-technical audience.	x		X	x	
Experience of working in a team environment	x		X	X	
Experience of organising events		x	X	X	
Experience of managing contact lists		x	X		
Skills / Knowledge	E	D	A*	I*	T*
Strong attention to detail including observational, analytical, and problem-solving skills.	x		X	x	
Ability to effectively communicate and engage with internal and external stakeholders.	x		X		
Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines.	x		X		
Ability to work in an environment where programme/project deliverables and processes may be uncertain or change over time and adjust accordingly.	x		X		

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		
Ability to use own initiative by taking ownership of key responsibilities.	x		X		
Ability to work with existing procedures and feed into the development of new systems.	x		X		
Ability to maintain awareness of Energy Capital's current activities, taking the appropriate action as and when necessary, using own initiative.	x		X		
Subject knowledge of net zero and energy systems	x		X	x	
Subject knowledge of environment, skills and transport		x	X		
<b>Qualification / Education / Training</b>	<b>E</b>	<b>D</b>	<b>A*</b>	<b>I*</b>	<b>T*</b>
Degree in a relevant subject or equivalent professional qualification		x	x		

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

Core Expectations	
<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 checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Job Evaluation Details			
Date Evaluation Agreed	JEP Reference	Grade	Job Family