



**JOB DESCRIPTION**

<b>Job title:</b>	Programme Manager – South West Local Energy Hub
<b>Grade:</b>	G
<b>Salary:</b>	£46,806 - £51,346
<b>Contract Type:</b>	Fixed Term: Two Years

**Background**

The Employer: The West of England Combined Authority (WECA)  
West of England is one of the UK’s most prosperous regions with an economy worth over £31 billion a year. A net contributor to the national purse, with a population of over 1 million and over 43,000 businesses, our region competes on a global scale.

In 2016, three of the councils in the West of England signed a devolution deal worth £1 billion. As a result significant powers and funding have been transferred to the region through the new West of England Combined Authority and West of England Mayor.

Economic growth that benefits every resident is at the core of the vision for the West of England. We want local people to benefit from more job opportunities, a stronger economy and a high quality of life.

The Service: The South West Local Energy Hub  
In March 2018, the Department for Business, Energy and Industrial Strategy (BEIS) granted £1m funding to WECA to lead delivery of a Local Energy Hub service covering the seven LEP areas in the South West of England. The principle objectives of the Hub are:

- Identify and prioritise local energy projects, using the south west LEP energy strategies as a starting point;
- Undertake the initial stages of development for priority projects and programmes (e.g. feasibility studies and business cases), up to a point where investment can be secured;
- Be the interface between government and the other four Hubs in England, and the south west region;
- Take a collaborative and co-ordinated approach across multiple LEP areas.

The £1m funding will cover staff, programme management and any external consultancy required

to deliver the objectives of the Hub. Funding will cover operations over a two-year period, after which the Hub is expected to be self-financing.

The South West Partnership:

The South West Partnership, made up of the seven Local Enterprise Partnerships (LEPs) and their accountable body authorities in the south west region, is an important supporting partner of the Hub. The Partnership members are:

Cornwall and the Isles of Scilly LEP and Cornwall Council  
Heart of the South West and Somerset County Council  
Dorset LEP and Dorset County Council  
Solent LEP and Portsmouth City Council  
Swindon and Wiltshire LEP and Wiltshire Council  
GFirst LEP and Gloucestershire County Council  
West of England LEP and West of England Combined Authority

Each LEP area is represented on the programme steering group. The West of England LEP is leading the Hub on behalf of the South West Partnership.

### **Purpose of the job**

Reporting to the Head of Policy and Strategy, the post-holder will be responsible for the design and implementation of the programme to ensure objectives and Key Performance Indicators (KPIs) agreed between WECA and the Funder are delivered.

The post-holder will be responsible for successful delivery of the service to time, budget & quality, overseeing all aspects of the programme lifecycle including managing Hub resource on a day-to-day basis.

In addition to sound programme management experience, the post-holder will have the communication and negotiation skills to develop an effective partnership between the south west LEP areas, as committed partners in the service. The post-holder must also engage with multiple and varied stakeholders to build an effective network of contacts across WECA, partners in the south west region, government and beyond.

### **Key responsibilities**

- Oversee the Energy Hub on behalf of the SW Partnership.
- Develop and manage Partnership governance arrangements.
- Identify strategic priorities for funding and work collaboratively with the Partnership to agree these.

- Represent the Hub at a local, regional and national level, and advocate for the programme amongst key stakeholders and wider beneficiaries.
- Manage Hub resource and suppliers, forecasting future requirements and ensuring suitable budget is built into the programme business case.
- Consider options for maintaining the service beyond the funding period and explore these with key partners.
- Oversee the management and delivery of a portfolio of related projects with impact across the south west region, on time, to budget and of the desired quality through effective application of the most appropriate project management methodology/s.
- Ensure effective communication is maintained throughout the programme.
- Develop a programme plan which can be used to deliver, evaluate, monitor and report on progress against agreed targets and to forecast delivery timescales, completion, resources and costs accurately.
- Manage programme risk through analysis, mitigation and contingency planning; where appropriate the post-holder will provide senior stakeholders with clear analysis, options evaluation and recommendations to enable decision-making.
- Oversee programme budgets and manage actual/ forecast expenditure to within agreed tolerances, dealing with variances appropriately.
- Work with the Communications team to ensure appropriate communication plans are in place.
- Undertake such other duties and responsibilities as may be determined from time to time by the line manager in consultation with the post holder.
- The role will require regular travel to London, including likely travel to other locations around the UK.

## PERSON SPECIFICATION

### Essential (must have)

#### Qualifications and Knowledge

- Educated to degree level or equivalent
- Knowledge of project management methodologies
- Knowledge of the energy system and principles of sustainable development

#### Experience

- Experience of managing multi-agency Partnerships and advocating at a senior level
- Experience of leading programmes of work of significant size and scale from start to end, including risk management, governance and monitoring of performance
- Experience of taking forward strategy and commissioning delivery, preferably in an energy context
- Experience of effective resource management

#### Skills and Competencies

- Ability to identify funding priorities and attract investment
- Understanding of the requirements of commercial business cases and strategic investment decisions
- Highly developed skills in partnership working at strategic levels and ability to deal professionally across all levels of the organisation with a range of often conflicting views, working collaboratively to agree priorities and achieve shared outcomes
- Excellent written and oral communication skills with ability to create reports and presentations to a high standard
- Understanding of programme financial management, including planning, forecasting and monitoring
- Understanding of public sector organisational structures and culture

### Desirable

- Professional project management qualification (e.g. PRINCE2/MSP/Agile)
- Knowledge of local energy generation and distribution
- Basic understanding of State aid regulations