

Job Description

Job Title: Community Energy Manager

Grade: P2

Overall purpose of the job

The Council have set a target for Cambridgeshire to achieve net zero by 2045. Unlocking investment into energy projects from all sectors is key to achieving this goal. We are looking to appoint a Community Energy Manager to help strategically shape our existing work with schools and the wider community to help deliver net zero and reduce fuel poverty and inequalities. You will work with a wide range of community groups and other stakeholders to bring forward a range of energy projects to support low carbon lifestyles for our communities.

In this role, you will set up and oversee a fund to support community energy in Cambridgeshire, work with partners to identify strategic opportunities for community projects, oversee the existing portfolio of over 60 schools with renewable energy and other carbon saving technologies installed, develop a communications strategy with colleagues for our work in this area and manage a small team delivering an ambitious agenda.

Main accountabilities

1.	Project development and management: Lead the creation of a community energy fund to support projects in Cambridgeshire, ensuring robust processes for assessment and feedback to applicants, to deliver maximum value in terms of carbon savings from the fund. Lead the development and delivery of a portfolio of low carbon projects to reduce carbon emissions and generate income (where possible). Ensure projects are well governed, co-ordinated and sequenced and have budgets and risks managed. Support colleagues across the Council where they are developing and project managing decarbonisation projects as needed, to help deliver more with available funding and manage risk.
2.	Performance Management: Oversee the measurement and verification processes for community and school projects to ensure contractual guarantees and income are delivered, seeking solutions to issues that may arise. Plan strategically for the challenges these projects will face over the long term and work with colleagues to find the optimal ways to overcome or ideally avoid these potential issues.
3.	Procurement of relevant service providers: Develop and lead relevant procurements to secure the services, skills and capacity to support projects and carbon reductions.
4.	Communications: Work with colleagues to create a communications strategy and action plan for this area of work. Provide written and verbal communications materials on this

	programme of work for the Council's website, member updates including committee reports, senior officers, relevant Parish and Town Councils and communities. Engage with communities and schools to build trust and understanding on the Council's commitment to net zero carbon.
5.	<p>Contract negotiation and management: As and when the need arises, lead contract negotiations to secure the design and construction of energy/low carbon projects. Manage the resolution of contractual service issues and problems. Oversee any contractual variations or financial payments resulting from performance reviews on contracts.</p>
6.	<p>Budget management: Set up and maintain budgetary control systems that comply with the Council's financial guidelines, inform decision making and deliver value for money.</p>
7.	<p>Partnership and cross service working: Work in partnership with services from across the Council to share information and collaborate on projects that deliver the Council's climate change ambitions, as well as with external partners. Identify partners whose ambitions align and work together to help support the development of community energy projects in all their forms in Cambridgeshire.</p>
8.	<p>Governance and budget management: Manage the day-to-day activities of the team, ensuring governance processes internally are observed and ensuring excellent oversight of relevant budgets. Ensure risk management procedures are in place to anticipate and respond to issues that may arise and work with colleagues, partners and suppliers to problem solve effectively.</p> <p>Where required, draft committee reports and other internal and external briefings to maintain support internally and from councillors to the important role of this area of work.</p>
9.	<p>Equality and Diversity: Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs in all aspects of your work.</p>

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications	Subject	Essential/ Desirable
Bachelor's degree; HNC; HND NVQ level 4 or equivalent	Environment, Energy, Engineering, Sustainable Development or something similar preferred	E
PRINCE 2 Foundation or equivalent project management qualification		D

Minimum levels of knowledge, skills and experience required for this job

		Essential/ Desirable
Knowledge		
Detailed understanding of local government	Understanding of political decision making and processes to ensure effective project governance on projects.	E
Knowledge of the government's clean growth and energy agenda including energy generation and energy efficiency technologies, energy policy and energy markets	The net zero and energy markets are going through substantial change and uncertainty. Knowledge of this change and how this impacts decisions and projects is required.	E
Risk Management	Detailed understanding of risk management on projects	E
Knowledge of health and safety legislation	Understanding and application of H&S policy to construction projects	E
Skills		
Analytical and problem-solving	Strong analytical and data skills to identify and solve project challenges	E
Planning and organisation	Ability to plan and prioritise own workloads whilst working with uncertainty	E
Communication	Strong communication skills include writing committee reports, briefings for members and senior managers and ability to influence/persuade others to take action.	E
Interpersonal	Positive attitude to problem solving and willingness to invest time to build trust with colleagues	E
Experience		
Project Management:	Demonstrable experience of working in an established project management environment, successfully applying	E

	recognised project management methodologies	
Project development and delivery	Proven experience of delivering projects to the desired outcomes and within quality, time and cost limits	E
Contract Management and Procurement	Experience of substantial procurements and complex contracts to deliver technical and construction services.	E
Financial management:	Experience of budgetary controls, financial interventions and procedures.	E
Partnerships	Demonstrable experience of coordinating and working with multi-disciplinary teams and partnerships	E
Understanding and use of Microsoft Office suite and project management software	Strong Excel skills and detailed development and analysis of budget, carbon and energy modelling will be required for the role.	E
Equal opportunities	Ability to demonstrate awareness/ understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	E

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type)	Fixed	Flexible	Field	Home
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