

## Job Description

Job Title: Senior Project Manager – Renewable Energy

POSCODE: CCC2407.

Grade: P2 – 18month contract (with possible extension)

### Overall purpose of the job

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

**To manage and deliver clean energy investment and community energy projects for the Council to achieve its Corporate Objective of net- zero carbon emissions for Cambridgeshire by 2045 and to generate income for the Council. This role will have project management responsibility for the Swaffham Prior Community Heat Project and further energy projects will be added as they develop.**

- Contract manage the delivery of key energy projects inputting your professional and technical advice, to overcome delivery challenges on projects.
- To project manage complex pieces of work including Health and Safety, legislative compliance, risk, business case review, contract negotiation and communication between internal and external stakeholders.
- Work in partnership with Project Delivery, Property, Commercial, Finance and Highways Teams to deliver energy projects ensuring income generation/revenue savings in business cases are achieved along with carbon emissions reductions and climate resilience.
- Undertake procurements, cost appraisals and management of key income mechanisms such as RHI to secure income, and ensure value of money for projects
- Actively work with colleagues to contribute to Council strategies, policies, plans and processes.

### Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

<b>Main accountabilities</b>	
1.	Manage the key construction and O&M contracts for Swaffham Prior Community Heat Network Project. This includes helping to manage client side inputs to projects, ensuring commercial opportunities are maximised; managing and reporting risks including those covering planning permissions and other regulatory requirements. Ensure decisions and actions are timely and appropriate aswell as working within the Council's political and internal governance processes.
2.	Coordinate negotiations on contracts for the design and construction of energy projects securing inputs from specialists in property, commercial, legal and finance to manage the Council's risk whilst facilitating project delivery to time, budget and legislative compliance.

3.	Scope and identify strategic and project based risks and associated management actions. Report risks to Senior Managers and Politicians to inform future decisions.
4.	Manage and maintain robust governance, performance management and budgetary control systems on projects to ensure compliance with grant conditions and agreed finance, carbon and income parameters on projects.
5.	Interpret and analyse complex business cases for energy projects including determining the robustness of underlying assumptions, identifying spreadsheet formulae errors, understanding the energy and finance modelling and spotting any inconsistencies. This informs investment recommendations for investment decisions at Committee.
6.	Responsibility for providing data to support the draw down of project income, for example, renewable heat incentive for Swaffham Prior Community Heat Project. Analyse performance of the heat network to ensure it complies with the contractual performance measures and highlighting any issues to the Head of Service especially where performance is creating additional costs for the Council. Coordinating with service providers to ensure maintenance and lifecycle replacements are delivered according to agreed programmes. Monitor and report forecast income and revenue savings on energy investment projects and update quarterly monitoring and KPI reports for committee, business and budget planning.
7.	Design regular communications on the performance of the heat project to share with customers, the Council, the heat trust, government and other interested parties. Develop case studies, consultation responses and briefing notes for a range of audiences including communities, Members, Senior Officers, government, energy professionals, interested stakeholders and non-technical audiences.
8.	Scope and develop new energy projects supporting the work of the wider climate and energy service and the directorate.
9.	Research good practice, new technologies, policy ideas and innovation which can be incorporated into new projects and generate transformational change.
10.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

**Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

### Person Specification

#### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job - overseas equivalents will be recognised.

(Please note for some roles you may be required to register with a professional body e.g. Social Work England that have specific rules in relation to overseas qualifications).

Qualifications Required	Subject	Essential/ Desirable
<ul style="list-style-type: none"> <li>HNC or degree in Engineering, science or a relevant discipline or demonstrable extensive experience</li> </ul>	Preferably engineering, or construction, science or related sectors	<b>E</b>
<ul style="list-style-type: none"> <li>Relevant professional qualifications</li> </ul>	Project management	<b>D</b>
<ul style="list-style-type: none"> <li>Health and Safety Qualification</li> </ul>	IOSH, Managing Safely	<b>D</b>
<ul style="list-style-type: none"> <li>IT</li> </ul>	Excel spreadsheets	<b>D</b>

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

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
Climate change, energy and sustainable development	<ul style="list-style-type: none"> <li>Knowledge and understanding of relevant legislation and industry practice in relation to climate change, energy and sustainable development.</li> <li>Sound understanding of the UK energy market and its transition to a smart energy system</li> </ul>	<b>E</b>
Technical knowledge	<ul style="list-style-type: none"> <li>Construction and contract management including JCT works contracts and CDM responsibilities.. Data analysis to understand system performance for projects.</li> </ul>	<b>E</b>
Health and Safety	<ul style="list-style-type: none"> <li>knowledge and understanding of health and safety legislation in a variety of service environments.</li> </ul>	<b>E</b>
Project management	Track record in project management and techniques to deliver projects to time and budget	<b>E</b>
<b>Skills</b>		
Interpersonal and communication skills	<ul style="list-style-type: none"> <li>Ability to write and present complex reports and ideas to colleagues, partners, senior officers, Councillors and external stakeholders.</li> </ul>	<b>E</b>

	<ul style="list-style-type: none"> <li>Ability to initiate and maintain effective working partnerships with communities, contractors, key stakeholders and partners.</li> </ul>	
Planning	<ul style="list-style-type: none"> <li>Ability to plan and prioritise workload with the appropriate attention to detail.</li> <li>Excellent organisation and time management.</li> <li>Maintain effectiveness in an ever-changing work environment.</li> <li>Ability to forecast, plan and manage budgets effectively.</li> </ul>	E
Strategic thinking	<ul style="list-style-type: none"> <li>Able to contribute practical and innovative ideas to find solutions to challenging problems on energy project delivery.</li> <li>Ability to contribute and actively participate in decision making and the development of new policies and strategies.</li> <li>Ability to understand current issues and where practicable foresee future issues, political sensitivities, policies and developments and relate them to the responsibilities of the post and develop appropriate strategies.</li> </ul>	E
Decision-making	<ul style="list-style-type: none"> <li>Ability to influence effectively in critical decisions for desired outcomes and to provide constructive challenge.</li> </ul>	E
Knowledge and application	<ul style="list-style-type: none"> <li>Analytical, decisive and able to display sensitivity and informed judgement.</li> <li>Construction knowledge and experience</li> <li>Appreciation of different viewpoints to inform the development of projects</li> <li>Strong desire to learn and develop through a range of activities.</li> <li>Determination and drive to agree solutions to problems with stakeholders.</li> <li>Management of performance standards.</li> <li>An awareness of the sensitive nature of delivering energy projects including having the ability to maintain confidentiality.</li> </ul>	E
Leadership skills	<ul style="list-style-type: none"> <li>Ability to empower project team members and colleagues in achieving shared goals.</li> </ul>	D
<b>Experience</b>	Give an idea of the type and level of experience required <b>do not</b> specify years of experience.	

Construction	<ul style="list-style-type: none"> <li>• Experience working on construction projects and collaborating with building contractors.</li> </ul>	E
Project development	<ul style="list-style-type: none"> <li>• Broad experience using data and evidence to identify energy solutions and scope project options.</li> <li>• Procurement of goods and services</li> </ul>	E
Performance management	<ul style="list-style-type: none"> <li>• Experience of budgetary controls and appropriate interventions and procedures.</li> <li>• Experience assessing business cases of complex projects</li> <li>• Understanding of measurement and verification to confirm and report energy savings / reductions</li> </ul>	E
<b>Equal opportunities</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs</li> </ul>	E
Ability to travel	<ul style="list-style-type: none"> <li>• Ability to travel within the County and, as appropriate to other destinations.</li> </ul>	E

#### Disclosure level

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