

Job Description



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Job Title: Energy Projects Manager

Grade: Grade 13

Reports to: Regional Hub Manager

**Does the post
involve working
in regulated or
controlled
activity with
children or
vulnerable
adults?
CRB Check
applicable?**

Regulated **Controlled** **Neither**

Standard **Enhanced** **None**

**Is post exempt under the Rehabilitation of Offenders Act
1974 in respect of declaration of spent convictions?**

Yes **No**

**Line Management
responsibility for:**

No. of direct reports: 0

No. of indirect reports: 0

Job Purpose

Work closely with three other Energy Projects Managers, to develop a prioritised pipeline of local energy projects from the energy strategies covering the eleven Local Enterprise Partnerships that comprise the Greater South East Local Energy Hub.

Main Duties and Responsibilities:

- To generate a suite of investment ready local energy projects from the project pipeline, by utilising the full skills set of the Local Energy Hub team and operating as an interface with potential local project leads/ deliverers

and/or overseers. The post-holder will address feasibility, funding streams and business case development to enable investment decisions, hub endorsement and project delivery;

- To identify, articulate and seek common solutions to barriers that are preventing the delivery of local energy projects;
- Review the Local Energy Strategies of the LEPs constituting a sub-division of the Hub geography;
- Liaise with and raise the awareness of all stakeholder organisations and their staff in pursuance of securing the highest levels of buy in and collaboration to facilitate project delivery;
- Analyse, understand and categorise local energy projects and initiatives from the Local Energy Strategies, to inform the development of a project pipeline;
- Undertake site visits and desk studies, and engage with potential project leads/ proposers and/or overseers to scope, benchmark, aggregate and/or upscale feasible local energy projects within the project pipeline, for prioritisation and endorsement;
- Work collaboratively with project leads/ proposers and/or overseers, to develop full business cases and associated funding for priority projects, that will enable investment decisions to be reached;
- Identify, articulate and communicate actual and foreseen barriers to the delivery of projects in the pipeline, and work with stakeholders to identify and implement solutions;
- Cooperate and work in collaboration with the BEIS Local Energy Team;
- Ensure key performance indicators are achieved.

Key Working Relationships

Council partners and partnerships

Other Members of the Combined Authority

Senior Officers and Members of the Constituent Bodies

LEP, Council and other stakeholders in the Greater South East Hub area

Other Information

- a) The post-holder is expected to maintain the highest level of confidentiality and discretion at all times during the course of their work.
- b) The post-holder must comply with the Council's Health and Safety requirements.
- c) The post-holder will be required to work from a variety of locations within the Greater South East Hub area including Cambridgeshire & Peterborough region. There will also be a requirement to regularly travel out of the region.

Variation Clause: This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post-holder.

DATE: April 2018 **COMPLETED BY:** Paul Smith