

## JOB DESCRIPTION

<b>Job Title</b>	Engagement Lead – Heat Networks
<b>Salary Band</b>	SCP 37-40
<b>Reporting to</b>	Head of Regional Programme, Northwest Net Zero Hub
<b>Directorate</b>	Investment and Delivery
<b>Service Area</b>	Pipeline Coordination, Northwest Net Zero Hub
<b>Contract</b>	Fixed Term

<p><b>1. Primary Purpose of the Post</b></p> <p>The Engagement Lead – Heat Networks will play a pivotal role in preparing local and regional government for new regulation for Heat Network Zoning. They will promote the opportunity and design systems with users in mind focusing primarily on engaging with Local Government/Authority stakeholders across the North West Region.</p> <p>The Engagement Lead – Heat Networks will be an adept communicator with an understanding of the net zero agenda and the role of local government in investment in the built environment. They will explain to senior officials in local government the opportunity for zoning to accelerating investment in heat networks.</p> <p>The Government has legislated in the Energy Act 2023 to create a Heat Zoning role for local government. The Department of Energy is funding this role as part of a national programme across England. This role demands a proactive approach to managing change, enhancing stakeholder awareness, and ensuring the seamless translation of strategic plans into effective local actions.</p>
<p><b>2. Key Role Specific Responsibilities</b></p> <p><b>Programme Responsibilities:</b></p> <ul style="list-style-type: none"> <li>To lead for the Hub on this thematic area of strategic activity aligned with national policy and regional climate ambitions.</li> <li>Support the Head of Regional Programme and Programme Manager to direct the work of the Hub in delivering overall programme objectives.</li> <li>Work with the Hub's Local Energy Leads across the North West to introduce zoning principles aligned with anchoring heat network schemes currently under development.</li> </ul> <p><b>Change Management and Behavioural Adjustment:</b></p> <p>Provide feedback and support for Department Energy Security and Net Zero (DESNZ) efforts to:</p> <ul style="list-style-type: none"> <li>Develop and implement strategies to facilitate smooth change/implementation processes within local government contexts.</li> <li>Encourage and support stakeholders in adapting to new systems, processes, or cultural shifts.</li> <li>Identify resistance or challenges to change and deploy effective mitigation strategies.</li> </ul> <p><b>Stakeholder Engagement and Relationship Management:</b></p>



- Build and maintain strong relationships with Local Government/Authority stakeholders.
- Understand and address the unique needs and concerns of different stakeholders.
- Act as a liaison between the department and local stakeholders to ensure clear communication and mutual understanding.

**Awareness and Vision Communication:**

- Communicate the vision and benefits of the future state to stakeholders in a compelling and accessible manner.
- Organise and facilitate workshops, meetings, or presentations to enhance understanding and buy-in.
- Develop and distribute informative materials that outline changes and their impacts.

**Local Context Application:**

- Translate with local stakeholders broad plans into actionable, context-specific strategies for local implementation.
- Ensure that local nuances are considered in the planning and execution of initiatives.

**Intelligence gathering:**

- Systematically collect feedback and data from local implementations.
- Analyse/assess the effectiveness of implementation and identify areas for improvement.
- Report findings back to the department to inform ongoing and future initiatives.

**3. General Corporate Responsibilities**

- To represent the North West Net Zero Hub and LCRCA when working with partners
- Participate in all training and development as directed and use learning opportunities to improve personal skills and service delivery.
- Ensure the Liverpool City Region Combined Authority commitment to equal opportunities is demonstrated, promoting non-discriminatory practices in all aspects of work undertaken.
- Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.

**4. General Managerial Responsibilities**

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

## PERSON SPECIFICATION

**Service Area:** Pipeline Coordination, Northwest Net Zero Hu

**Job Title:** Engagement Lead – Heat Networks

**Grade:** 37-40

**Note to Applicants. Essential criteria are marked with \*. All other criteria are desirable.**

	CRITERIA	METHODS OF ASSESSMENT
<b>Qualifications and Training</b>	A relevant degree or equivalent or considerable experience within the energy and/or environmental sectors.*	A
	or A relevant degree or equivalent in project, programme or change management	A
<b>Experience &amp; Knowledge</b>	Proven stakeholder engagement experience or change management*	A, I
	Strong understanding of local government systems and processes*	A, I
	Familiarity with aspects of the Net Zero Agenda, Heat in Buildings and Heat Networks, with an understanding of Heat Networks & Heat Zoning particularly desirable	A, I
	Experience of using research, evidence and intelligence to inform the development and delivery of stakeholders' engagement projects	A, I
<b>Skills/Abilities</b>	Presentation and engagement facilitation skills*	A, I, P
	Able to work under pressure in a fast-paced environment and capable of delivering to short timescales*	A, I
	Excellent communication skills* including the ability to: <ul style="list-style-type: none"> <li>Relay organisational priorities</li> <li>Create a shared vision, advocacy</li> <li>Influence stakeholders to adapt to new systems, process or cultural shifts</li> <li>Translate complex plans into practical, localised strategies</li> </ul>	A, I, P



	<b>CRITERIA</b>	<b>METHODS OF ASSESSMENT</b>
	<ul style="list-style-type: none"> <li>• Overcome obstacles with constructive dialogue.</li> <li>• Listen and build effective relationships.</li> <li>• Communicate openly and honestly</li> <li>• Excellent written communication skills</li> </ul> <p>Excellent IT skills with proven ability in all Microsoft Office products and familiarity with collaborative working IT solutions is desirable (eg Microsoft Teams). *</p> <p>Pro-active, a self-starter with the ability to work with minimum supervision, able to use own initiative and set own deadlines, strong time management skills *</p> <p>Proven analytical skills with a focus on data-driven decision making. *</p>	<p>A, I</p> <p>A, I, P</p> <p>A, I, P</p>
<b>Commitment</b>	A commitment to providing a high-quality customer service and ensuring service standards are met*	A, I
<b>Other</b>	<p>Flexible approach to working hours and willingness to work flexibly as and when required*</p> <p>Evidence of quality, time management and organisational skills*</p> <p>Ability to attend meetings inside and outside the Northwest*</p>	<p>I</p> <p>A, I</p> <p>I</p>

**Key to Assessment Methods:**

I - Interview P - Presentation A - Application E - Exercise T - Test AC - Assessment