

## **ROLE DESCRIPTION**

<b>Job Title</b>	Estates Decarbonisation Lead
<b>Salary Band</b>	41-43
<b>Reporting to</b>	Buildings Decarbonisation Advisor
<b>Directorate</b>	Investment and Delivery
<b>Service Area</b>	Pipeline Coordination
<b>Team</b>	North West Net Zero Hub
<b>Political Restriction</b>	No

<b>1. Primary Purpose of the Post</b>
<p>The Estates Decarbonisation Lead will join a team that provides advice to local government, business and communities to support the North West's transition to Net Zero. They will lead on providing advice on building services, building retrofit and project management. Their primary focus will be on non-domestic buildings and public sector estates.</p> <p>The Estates Decarbonisation Lead will be expert in buildings physics, heating, and energy systems as well as energy efficiency and control systems. The Estates Decarbonisation Lead will apply their extensive expertise of heating system design and energy management in the built environment to support partners of the North West Net Zero Hub to understand the challenge of decarbonisation. They will provide high quality, reliable, competent input on the strategy, prioritisation, planning and delivery of projects.</p> <p>The Estates Decarbonisation Lead will support public sector organisations to develop heat decarbonisation strategies and plan for investment. They will promote best practice to business and communities and engage with the regional supply chain for services and technology solutions. They will participate in an England wide network of other Hubs that are also developing best practice and effective working practices across the sector.</p>
<b>2. Your responsibilities</b>
<p><u>Technical Assistance</u></p> <p>Act as a critical friend to provide advice on energy systems, heating, renewable technology so that organisations may develop strategies and plans.</p> <ul style="list-style-type: none"> <li>• Input into the preparation of net zero pathways for building estates supporting project identification and prioritisation.</li> <li>• Evaluate energy and climate data working with internal and external partners.</li> <li>• Develop project briefs and tender specifications and support delivery of consultancy work to support project development and delivery.</li> </ul> <p><u>Project Development</u></p>

Support the development of a pipeline of public building decarbonisation projects across the North West of England.

- Provide technical information and assess financial recommendations in order to justify the investment case for low carbon solutions.
- Provide evidence to enable internal decision making within public bodies
- Input into business case development, procurement and delivery of work programmes.
- Support funding applications including applications to organisations operating on behalf of the Department of Energy Security and Net Zero and help mobilise successful projects.

### Capacity Building

Work within a team to deliver the NW Net Zero Hub building decarbonisation workstream and support related work across other priorities including heat networks and energy networks

- Build capacity in local government by preparing and presenting briefings and webinars to raise awareness of solutions and approaches share knowledge.
- Maintain good communications with key delivery partners especially Local Authorities, and public sector partners.
- Convene and attend specialist meetings with suppliers in the sector acting as a representative of NW Net Zero Hub
- Share knowledge on Low Carbon building best practice through a national portal.
- To support the North West Net Zero Hub to promote building decarbonisation to private businesses and communities.

### Team Working

- Report to Building Decarbonisation Advisor, Programme Manager and Head of Regional Programme
- Collaborate with colleagues to build experience and capacity in the wider team
- This role includes the line management and development of junior members of staff

## **3. General Corporate Responsibilities**

- To represent the Liverpool City Region Combined Authority and/or NW Net Zero Hub when working with partner organisations.
- In line with the respective role to ensure 'joined up' policy and practice across areas of the North West region.
- To support the achievement of corporate efficiency targets and initiatives.
- To provide information into reporting and monitoring updates for the Programme Boards, other Combined Authority Boards, government and partners of progress against PSDS targets.
- Supports the Liverpool City Region Combined Authority to achieve corporate plans and mitigate strategic risks.
- To operate in a manner that places citizens first, adopts a can-do approach and focuses on communities and working locally.



- Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
- To participate in all areas of training and development as directed and to use all relevant learning opportunities to improve personal skills so as to improve effectiveness and efficiency of service delivery.
- To ensure the Combined Authority's commitment to equal opportunities and is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken.
- 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 to comply with all statutory requirements, standing orders and financial regulations; health and safety legislation, codes of practice and other organisational working practices.
- Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.



## PERSON SPECIFICATION

**Job Title:** Estates Decarbonisation Lead

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Relevant engineering, building or sustainable energy degree <b>OR</b> an HND/HNC in Electrical/Mechanical Engineering with extensive relevant experience.	E	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Relevant experience in electrical/mechanical engineering or building services roles, this will vary depending on the qualifications as identified above. Preference will be given to those with an understanding or interest in low carbon heating, renewable systems and building decarbonisation.	D	A, I

Skills and abilities	E = Essential D = Desirable	Identified By
Ability to communicate ideas effectively and to present work clearly	E	A, I
Demonstrate an understanding of technical/ building and building services engineering issues and to be able to identify solutions for low carbon transition from evidence-based processes	E	A, I
Ability to gather and synthesise information from a diverse range of sources and to generate clear reports and actionable summaries	E	A, I
Experience of evaluating environmental/complex information or Energy & Building data and assessing implications for organisation	E	A, I
Ability to analyse and interpret data, recognising patterns and trends and drawing out Net Zero solutions	D	A, I
Ability to think creatively and propose well-judged ideas for changes and improvement.	D	A, I
High personal motivation and willingness to go the extra mile for the team	D	A, I



Ability to work with diverse internal and external stakeholders and to be flexible in your approach to optimise project delivery	<b>D</b>	<b>A, I</b>
Experience producing briefings and reports for senior decision makers	<b>D</b>	<b>A, I</b>
Competent in ICT particularly Microsoft Office software	<b>D</b>	<b>A, I, P</b>

<b>Personal Attributes</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Willingness to go the extra mile	<b>E</b>	<b>A, I</b>
Conscientious with attention to detail	<b>E</b>	<b>A, I</b>

<b>Core Behavioural Competencies</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Dedication to making a difference at work, supporting the vision and aims of North West Net Zero Hub	<b>E</b>	<b>A, I</b>
Commitment to equal opportunities*	<b>E</b>	<b>A, I</b>
Sensitivity to the political and social impacts of the team's projects and work	<b>E</b>	<b>A, I</b>

### **Key to Assessment Methods:**

*\*Please specify for each criterion, column to be removed for external posting.*

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