

## JOB DESCRIPTION

<b>Job Title</b>	<b>Project Officer – Net Zero</b>
<b>Salary Band</b>	SCP 20-23
<b>Reporting to</b>	Net Zero Hub Programme Manager
<b>Directorate</b>	Investment & Delivery
<b>Service Area</b>	Pipeline
<b>Political Restriction</b>	Not applicable

### 1. Primary Purpose of the Post

This is an opportunity for a talented individual with a passion for action on the climate agenda to join a team of practitioners to grow their experience working on real projects.

To support the North West Net Zero Hub Programme, Communities and Local Authority Departments to develop project proposals, seek funding and make the case for action to decision makers

We are looking for a motivated, enthusiastic and ambitious individual who is seeking to develop their career in Net Zero and wants to make a difference to the lives of people in the North West.

### 2. Key Role Specific Responsibilities

- To support the Net Zero Hub team to design and develop project proposals.
- To gather numeric and qualitative evidence to support recommendations.
- To help convene organisations and stakeholders.
- To provide project management support to colleagues delivering projects.
- To research Net Zero Policy and provide materials for briefings and presentations.
- To direct delivery of work to provide technical feasibility and business cases.
- To support NW regional theme programmes, working with regional leads.

### 3. General Corporate Responsibilities

- To feed into updates for the North West Hub Programme Board, national working groups, other Combined Authority & Local Authority Boards, government and partners of progress against public sector buildings targets.
- To support Policy & Strategy teams in the NW in promoting the work of the North West Net Zero Hub
- In line with the respective role to ensure ‘joined up’ policy and practice across areas of the region.

- To represent the North West Net Zero Hub and LCRCA when working with partner organisations.
- To operate in a manner that places citizens first, adopts a can-do approach and focuses on communities and working locally.
- To work with public and other relevant bodies to support the North West Region's communities through policy and delivery that addresses local concerns.
- To participate in all aspects 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 is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken.
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#### **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.

#### **5. Personal development**

Identify opportunities to support your own career and professional development through training, coaching and mentoring.

## PERSON SPECIFICATION

**Job Title:** Net Zero Projects Officer

**Grade:** SCP 20-23

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

Criteria		
Qualifications & Training	E= Essential D= Desirable	Identified By
Relevant Energy, Environmental or other relevant Undergraduate degree or degree level apprenticeship with 2.1 Honours or above. Or be willing to undertake relevant training to support the role	E	A / I
Evidence and commitment to continuous personal and professional development.	E	A / I
Experience & Knowledge	E= Essential D= Desirable	Identified By
Previous paid or voluntary work experience in which you managed your own time and workload, demonstrated initiative and delivered results. Preference will be given to those with an understanding or interest in net zero or community energy.	D	A / I
Working effectively in a team	E	A / I
Previous Programme/Project support experience	D	A / I
Ability to identify emerging issues, risks and trends which impact achieving net zero carbon in the UK.	D	A / I / P
Ability to think creatively and propose well-judged ideas for changes and improvement.	E	A / I
Ability to communicate ideas effectively and to present work clearly	E	A / I / P
Ability to analyse and interpret data, recognising patterns and trends and drawing out conclusions.	E	A / I / P
Passion for and an understanding of the Net Zero agenda.	E	A / I
Ability to work with numbers, develop investment skills	D	A / I
Skills, abilities and personal attributes	E= Essential D= Desirable	Identified By
Able to work under pressure in a fast-paced environment and capable of delivering to short timescales	E	A / I
Excellent communication and organisational roles, with an ability to meet tight timescales	E	A / I

Excellent IT skills with proven ability in all Microsoft Office products and familiarity with collaborative working IT solutions (e.g. SharePoint, Teams)	E	A / I
Pro-active, a self-starter with the ability to work with minimum supervision, will need to be able to use own initiative and set own deadlines; strong time management skills are essential.	E	A / I
Good interpersonal skills, including an ability to adapt appropriately to deal with people at all levels.	E	A / I
Good verbal and written communication skills with attention to detail.	E	A / I
The ability to prioritise work against competing demands to meet deadlines.	E	A / I
The ability to work as part of any project team to deliver organisational requirements	E	A / I
Experience of operating effectively and collaboratively as part of a team and supporting colleagues from other departments.	E	A / I
A commitment to and understanding of equal opportunities.	E	A / I
<b>Commitment &amp; Behavioural Competencies</b>	<b>E= Essential D= Desirable</b>	<b>Identified By</b>
Commitment to continuous personal and professional development.	E	A / I
Willingness to champion net zero agenda	D	A / I

### Key to Assessment Methods:

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