

## JOB DESCRIPTION

<b>Post Title:</b>	Housing Retrofit Project Manager
<b>Post Reference:</b>	TVCA 275
<b>Grade:</b>	M
<b>Duration:</b>	Fixed term contract until 31 March 2023
<b>Responsible to:</b>	Energy Hub Manager

### Job Purpose

To act as the lead and co-ordinator of home energy efficiency and housing retrofit projects across the North East and Yorkshire for the Energy Hub. To develop and manage funded programmes of housing retrofit improvements for energy inefficient and fuel poor homes including recommending delivery mechanisms, implementing delivery solutions and managing programme risks. To work with local authorities and housing providers to develop a pipeline of home energy efficiency projects and recommend programmes to support improvements in a range of housing types including the able to pay market, private rented and on-gas properties. Work with social and private sector landlords on home energy efficiency programmes.

### Duties & Responsibilities

1. To develop and manage a pipeline of projects to upgrade fuel poor, energy inefficient homes in line with funding criteria and published government criteria across the North East and Yorkshire
2. Develop and maintain contacts with the lead home efficiency officers within each Local Authority, assist these local authorities to develop robust and fundable projects
3. Support a robust assessment of the supply chain to deliver homes upgrade programme across the North East Yorkshire and Humber
4. Support the provision of funded support through Local Authorities to social and private landlords to ensure grants to RSLs and other landlords are supporting projects to increase the energy efficiency of their stock via their own investment and government funds
5. Manage the Energy Hub's Green Homes Grant Local Authority Delivery Phase 2 scheme in partnership with Local Authorities and housing providers, and report monthly to TVCA, Hub Board and BEIS.
6. To procure and manage a data collection exercise to support local authorities to get the data required to develop homes upgrade projects and to develop future pipeline of wider energy efficiency (including low/zero emission heating and renewable energy) programmes for on and off gas properties.
7. Develop and manage an approach for future government funded housing retrofit schemes
8. Develop and recommend a preferred delivery mechanism for government funded housing retrofit schemes including community support
9. Gain Board approval for procurement and delivery approach, write the procurement specifications for housing retrofit schemes and delivery organisation. This will include KPIs and contract management approaches

10. Develop and maintain a robust risk register to ensure risks are owned and managed effectively
11. Develop the Energy Hub's approach to the future Homes Upgrade Grant across the North East, Yorkshire and Humber
12. Develop all programme management and legal documentation, and gain Combined Authority approvals for programme management to ensure programme is managed in line with the assurance framework
13. Develop recommendations to the Energy Hub Board on business models and future funding mechanism for the able to pay markets and the private rented sector to stimulate significant investment in homes energy efficiency
14. Provide regular updates to the Energy Hub Board and BEIS on programme progress and support the Energy Hub Manager in delivery of this programme. Provide regular updates to TVCA Management Group and SLT on programme delivery and risk management.
15. To take reasonable care of your own Health and Safety and co-operate with management, so far as is necessary, to enable compliance with the health and safety rules and legislative requirements.
16. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
17. Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.
18. To assist in the training and development of staff and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.