

## **JOB DESCRIPTION**

<b>Post Title:</b>	Energy Hub Project Manager
<b>Post Reference:</b>	TVCA 274
<b>Grade:</b>	M
<b>Duration:</b>	Fixed term until 31 March 2023
<b>Responsible to:</b>	Energy Hub Manager

### **Job Purpose**

The North East and Yorkshire Energy Hub consists of Tees Valley Combined Authority, North East LEP, Hull and East Riding LEP, York, North Yorkshire and East Riding LEP, West Yorkshire Combined Authority, and Sheffield City Region.

As a key member of the North East and Yorkshire Energy Hub within the Innovation and Clean Growth team of Tees Valley Combined Authority, the post will support the operation and strategic direction of the Hub to ensure it operates effectively, and develop, deliver and manage a programme of work focussing primarily on accelerating local energy and zero carbon projects across the Hub region, including energy efficiency, generation, storage and fuel poverty programme. The post will develop investable projects, provide expert policy and technical advice, secure financial support for these schemes, and support the wider work of the Energy Hub including project and financial management.

### **Duties & Responsibilities**

1. To manage a series of work streams including the development of a regional energy strategy and delivery plan, identification of local energy and low carbon energy projects in the Hub region as part of the North East and Yorkshire Energy Hub.
2. To take responsibility for any other area of the teams work as determined by the Energy Hub Manager, for example on renewable energy, energy efficiency, housing retrofit and policy development.
3. To liaise with local government officers, other LEPs and Combined Authorities, and BEIS officials as required.
4. To develop financial business models for Hub supported projects to accelerate energy investment in the Hub region.
5. Secure public and private sector external funding and finance to accelerate Hub project delivery in the Hub region.
6. Lead and deliver low and zero carbon techno-economic assessments to develop capital and revenue programmes, and support the development of the Hub's robust project pipeline
7. To procure and manage any external consultancy support required, manage these contracts and project budgets.
8. To collect, collate and analysis data sets relating to energy, carbon and fuel poverty and provide intelligence and input into policy development
9. To support Local Authorities and other public sector bodies in zero carbon project development and delivery where assistance is clearly identified and required

10. To undertake project management on North East and Yorkshire Energy Hub led zero carbon, renewable energy and fuel poverty schemes, as determined by the Energy Hub Manager
11. To deputise for the Energy Hub Manager when required
12. Monitor the KPIs of the Hub, providing regular reports to the Energy Hub Manager on progress against KPIs
13. To provide regular updates of progress through the Energy Hub Manager to the Innovations and Technology Manager to ensure progress against the Energy Hub's project pipeline.
14. Report, analyse and present a range of key performance indicators for all pipeline projects supported by the Hub (including the number, type, location, energy and financial data, direct contact with partners, procurement data and key risks) to external and internal partner's (the Hub Project Managers Group, TVCA Business and Skills Directorate, BEIS and local partners)
15. Support the relationship between LEPs within the Hub and assist members of the Energy Hub to work effectively together building relationships and consensus.
16. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
17. 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.
18. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
19. Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.