

## **JOB DESCRIPTION**

**Post Title:** Tees Valley Energy Project Manager  
**Post Reference:** TVCA 273  
**Grade:** M  
**Duration:** Fixed Term until 31<sup>st</sup> March 2023  
**Responsible to:** Net Zero Hub Manager

### **Job Purpose**

As a key member of the North East & Yorkshire (NEY) Net Zero Hub, hosted within the Innovation and Clean Growth team of Tees Valley Combined Authority, the post will proactively develop, deliver and manage a programme of work focussed on accelerating sustainable local energy and zero carbon projects in the Tees Valley, including energy efficiency, generation and storage. The role will provide expert policy and technical advice to support the projects, primarily in the public and community sectors, to develop investible business cases and secure financial support to take them into delivery.

### **Duties & Responsibilities**

1. To manage a series of work streams including the development of a local energy strategy and delivery plan, and creation of a project pipeline of low carbon local energy and net zero projects in the Tees Valley.
2. To undertake techno-economic assessments on low carbon and net zero projects in the Tees valley to develop capital and revenue programmes, and support the development of the Hub's pipeline of projects
3. To support and integrate with the wider work of the Net Zero Hub and Tees Valley's Innovation and Clean Growth team, for example on renewable energy, energy efficiency and housing retrofit.
4. To develop and maintain strong and effective relationships with key stakeholders, providing advice, support and signposting while encouraging collaborative and cooperative working.
5. To liaise with local government officers, other LEPs and Combined Authorities, and BEIS officials as required.
6. To develop financial business models and business cases for Hub supported projects to accelerate energy investment in the Tees Valley
7. To seek out and secure public and private sector external funding and finance to accelerate Hub project delivery in the Tees Valley
8. To procure and manage any external consultancy support required in line with high standards of public procurement, manage these contracts and project budgets.
9. To collect, collate and analysis data sets relating to energy, carbon and fuel poverty and provide intelligence and input into policy development
10. To provide capacity support and assistance to Local Authorities and other public sector bodies in the Tees Valley with zero carbon project development and delivery where assistance is clearly identified, required and agreed with the Hub Manager.

11. To undertake project management on Hub-led zero carbon, renewable energy and fuel poverty schemes and to lead/participate in cross-hub working groups as agreed with the Hub Manager
12. To deputise for the Energy Hub Manager when required
13. To provide regular updates of progress through the to the TVCA Clean Growth and Innovation Manager to ensure alignment and progress against the Tees Valley Business Plan and the Team Plan.
14. To analyse, report and present a range of key performance indicators for all Hub-supported projects within Tees Valley (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. To provide regular reports of Hub-supported activity as required and in a timely manner to ensure compliance with the Hub's MOU and to update the BEIS project tracker on a minimum monthly basis to ensure accurate reporting and representation of Hub delivery and impact to BEIS.
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.