

JOB DESCRIPTION

Post Title:	Net Zero Projects Officer
Post Reference:	TVCA 300
Grade:	I
Duration:	Permanent
Responsible to:	Net Zero Hub Manager

Job Purpose

The post holder will support the Net ZeroHub's work across the North East and Yorkshire region. The role of the Hub is to build the region's capacity and capability to decarbonise, and create deliverable, investible energy projects. We work with partners across the region, the other four national Net ZeroHubs and with BEIS to achieve this.

The post holder will be expected to support the Hub project management and LEP-based teams across the Net ZeroHub area. They will be responsible for the effective administration of the Hub, be an essential part of its communications network with stakeholders, and provide additional project management capacity in support of the Project Management team.

Duties & Responsibilities

1. Provide project management support to the Hub core and LEP-based team members. This will include taking responsibility for the management of specified projects, assisting project managers to run projects, being responsible for the monitoring and reporting functions of projects between the Hub and external bodies, collating incoming information, and managing internal processes (such as document approval).
2. Coordinating the Net Zero Hub's functions. Manage and organise the Hub's meetings including the board meetings, support and oversee management systems and support work around data capture and analysis. This will include some GDPR responsibilities.
3. Be responsible for coordinating the production, quality control, and distribution of Net Zero Hub board reports. Ensure that team members provide reports when required, and that enquiries from board members about such documents are dealt with effectively.
4. Understand key BEIS programmes and be able to summarise objectives, key developments, and linkages with Hub programmes and activity, in support of the Hub Manager and wider team.
5. Represent the Hub at stakeholder meetings as required and feed back to team colleagues. Stakeholders will include BEIS officials, senior LEP/Combined Authority representatives, and other organisations with whom the Hub collaborates.
6. Be responsible for effective communication with key organisations and manage effective networks and working relationships with key stakeholders. This will include managing the

website, including sourcing information, and updating and maintaining the site as a relevant and dynamic source of information.

7. 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 authority's health and safety rules and legislative requirements.
8. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.

Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of