

JOB DESCRIPTION

Post Title: Tees Valley Energy Project Manager
Post Reference: TVCA 273
Grade: M
Duration: Fixed term until 31st March 2023
Responsible to: Energy Hub Manager

Job Purpose

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 develop, deliver and manage a programme of work focussing primarily on accelerating local energy and zero carbon projects in the Tees Valley, including energy efficiency, generation and storage. To develop investable projects, provide expert policy and technical advice, and secure financial support for these schemes.

Duties & Responsibilities

1. To manage a series of work streams including the development of a local energy strategy and delivery plan, identification of local energy and low carbon energy projects in the Tees Valley 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, Innovations and Clean Growth Manager and the Director of Business Investment, for example on renewable energy, energy efficiency and housing retrofit.
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 Tees Valley
5. Secure public and private sector external funding and finance to accelerate Hub project delivery in the Tees Valley
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 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. To provide regular updates of progress through the Energy Hub Manager to the Innovations and Technology Manager to ensure progress against the Tees Valley Business Plan and the Team Plan.
13. Report, analyse and present a range of key performance indicators for all projects supported by the Hub 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)
14. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
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.