**Job Description**

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

# Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

## Job Details

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| Job Title: | Capital Retrofit Projects Manager |
| Salary: | £44,711 - £47,754  |
| Grade: | 12  |
| Hours: | 37 hours per week but we are open to discussions about flexible working. |
| Team: | Climate Action Team  |
| Contract: | Fixed until March 2027 |
| Service Area: | Environment and Place  |
| Primary Location: | The primary location is County Hall, Oxford and home working.Please note we are actively looking at our ways of working, post the pandemic, using everything we have learnt and heard from our people about the organisational and personal benefits of hybrid working. What you can absolutely expect from working at OCC is that you will have the flexibility to do your job and deliver great results. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process. |
| Budget responsibility: | Capital budget management: ~£2.6m in 2025/26 FY and scaling year-on-year |
| Responsible to: | Oxfordshire Retrofit Team Lead |
| Responsible for: | Assistant Retrofit Project Manager (currently vacant)  |
| Political Restricted Post: | No |

## Job Purpose

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| Oxfordshire County Council (OCC) has put Climate Action and wellbeing at the heart of its corporate strategy. As part of our focus on reducing emissions and fuel poverty in Oxfordshire we want to accelerate the number of homes retrofitted to be more energy efficient.Reporting to the Oxfordshire Retrofit Team Lead, this post will oversee and lead the successful delivery of the council’s domestic retrofit capital grant programme, delivering on Warm Homes: Local Grant funding awarded to OCC from the Department for Energy Security & Net Zero. A delivery partner and associated trusted installer network will deliver on day-to-day aspects of installations, so a key role of the Capital Retrofit Projects Manager is to manage that contract and liaise closely with the delivery partner. Some key tasks for the post will be to set objectives, targets and profile of spend, authorising invoices and monitoring budget to an agreed spend-profile, monitoring and managing standards of installs (calling upon external expertise as required for quality assessments of works), liaising with our funder(s) and providing monthly update reports, working with key stakeholders, and arranging marketing to ensure continued customer acquisition into the capital grant scheme(s). Support will be given on the above, so we’d encourage candidates not to be put-off if not experienced in all job functions identified.A key function of this post will be to actively support the Retrofit Team Lead in responding to funding opportunities to continue to scale delivery of capital grants. This Project Manager post will also lead on development and delivery of more strategic areas of work, as appropriate, in order to accelerate delivery of retrofit improvements across all audiences, delivering the identified contribution to carbon reduction so urgently needed. The post holder will require a wide range of skills and (subject-specific) knowledge including project management, facilitation, budgetary management, commissioning & procurement of services in addition to working with stakeholders and communication.  |

## Job Responsibilities

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| This is a list of the main duties or tasks that the post holder will be expected to undertake.1. Lead and oversee successful delivery of the Warm Homes: Local Grant domestic capital retrofit programme, and set-up similar schemes should further funding be secured.
2. Monitoring and management of budgets, project delivery and risks in accordance with the council’s policies and procedures and the terms of the capital grant(s).
3. Maintaining excellent, effective working relationships with stakeholders, the delivery contractors, funding body, senior council directors, politicians and district/city council partners.
4. Ensure objectives, profile of work and impact of day-to-day deliverables are maximised.
5. In respect of both your own workload and in guiding that of the Assistant Project Manager post (subject to recruitment), manage project monitoring, planning and control tools to support successful project delivery, regularly updating and escalating where appropriate to the Oxfordshire Retrofit Team Lead.
6. Promote a strong customer service focus taking account of customer requirements.
7. Provide necessary information for performance management measures and reporting internally and to the funding body where required.
8. Remain contemporary with legislation and best practice and ensure that relevant initiatives are adopted to develop the effectiveness of the service. Proactively keep abreast of policy direction of central government.
9. To seek additional successful funding opportunities and provide staffing resource to deliver resulting schemes.
10. To work in accordance with the corporate values and competency framework.

This job description may vary within the scope of the job as the requirements of the councils develop. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the Service and in keeping with the general profile of the post.of the main duties or tasks that the post holder will be expected to undertake.  |

# Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4).

Each of the criteria listed below will be measured through the application form (A) and optionally - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

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| Essential Criteria  | Assessed By: |
| Education to degree level (level 6) or similar level of qualification or substantial experience of supporting/leading capital project delivery  | D,A,I |
| A project management qualification such as Prince II or substantial experience of leading complex and on occasion politically sensitive projects (at least 3 years) | A |
| Experience of dealing with and managing senior staff and/or Cabinet members to deliver the required project outcomes to time and within the agreed financial envelope. (Ability to hold others to account) | A,I |
| Ability to demonstrate analytical, judgement and developmental skills to analyse and interpret varied and complex information to produce solutions and strategies to support senior level decision making within the Directorate | A,I,P |
| Demonstrable experience of financial and budgetary management  | A,I |
| Detailed understanding of energy-efficiency, with experience of delivering or facilitating the delivery of retrofit in either a commercial or domestic setting | A,I,P |
| A broad knowledge of the latest legislative requirements as they relate to the identified specialist field (such as MEES, PAS:2035, Trustmark, MCS, etc) | A,I |
| Demonstrable experience of effective engagement with customers and stakeholders within a public service context.  | A,I |
| A broad knowledge of commissioning and procurement arrangements to enable project management of service led procurements and new service implementation | A,I |
| Strong partnership work ethic with a proven track record of embracing and maintaining successful partnerships with a wide range of internal and external stakeholders. | A,I |
| Resilient with the ability to manage own emotions in the face of pressure, set-backs or when dealing with challenging situations. | A,I |
| Excellent organisational skills with the ability to effectively plan own workload with limited supervision and a proven ability to effectively manage competing demands and priorities. | A,I |
| Excellent interpersonal skills including verbal and written communication, and ability to relate to and work at all levels of the organisation including both Executive and Cabinet. | A,I,P |
| Competent IT user including the use of Microsoft Office products (Word, Enhanced Excel, Outlook, Visio, Teams). Confident with data analysis, using it to inform strategy and monitor performance. | A,I |
| A current driving licence with access to a vehicle for business use and/or a willingness to use Council vehicles. Or the ability to demonstrate an effective alternate means of frequent travel to all areas of the county. | A,I |
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| Desirable Criteria  | Assessed By: |
| Previous experience of working at a similar level in Local Government  | A |
| Demonstrable understanding of stakeholder management | A,I |
| Experience of managing a capital / revenue funding stream mix within a single programme of work or project | A,I |
| Experience in event management and confidence in public speaking | A,I,P |
| Membership of a relevant professional organisation, such as the Royal Institution of Chartered Surveyors (RICS), Chartered Institute of Environmental Health (CIEH), Institute of Environmental Management & Assessment (IEMA), Institute of Leadership (IoL), or similar. | A,D |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify): N/A |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [ ]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [ ]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on / or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [ ]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):       |

**Agile Working**

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs.  Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.