**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: | Energy Systems Project 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: | Permanent |
| Service Area: | Economy 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: | None |
| Responsible to: | Energy Systems Lead |
| Responsible for: | None |
| Political Restricted Post: | No |

## Job Purpose

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| Working in our Climate Action Service, reporting to the Energy Systems Lead, this new role will work widely with senior officers, politicians, and stakeholders at a senior level to support the development of local energy projects. You will identify collaboratively where and how low carbon technologies can be deployed in communities, optimising the energy system and maximising local benefits. Working closely with the DSOs/DNOs and other key partners, develop the county’s capabilities to deliver energy systems projects at a variety of scales and to define the investment needs across Oxfordshire.   You will be a strong partnership worker, playing a key role working with Oxfordshire Councils, energy network providers and other key partners including the universities and community energy organisations, supporting the move to a local area energy planning approach at a variety of scales.   As a key member of the Climate Action Team this post works widely across the organisation and externally. The post will build on the work of [Project LEO](https://project-leo.co.uk/) (Local Energy Oxfordshire) working alongside partners to ensure that Oxfordshire remains at the forefront of the smart clean and fair energy transition.The post holder will be accountable for the following activities:* In partnership, delivering the project programme that will be identified via local area energy plans and the associated process at a variety of scales in Oxfordshire, and acting as a technical expert and intelligent client to consultants the Council works with and supporting boards and working groups overseeing the work.
* Developing project plans and managing work packages to time and budget.
* Managing stakeholder relationships, building consensus and brokering agreement.
* The role will require working with senior officers, suppliers, communities and other partners, therefore being able to build working relationships and effectively communicate complex, professional advice is vital.
* Working with partners to deliver and input into funding bids and investment opportunities that address the barriers to a clean, fair and smart energy supply in Oxfordshire.
* Providing expert technical advice across the Economy and Place Directorate and more broadly across services at the Council in relation to utility supply barriers and clean energy, including providing specialist advice, training and support.

This Project Manager post will also lead on development and delivery of more strategic areas of work in order to accelerate delivery of energy system projects either directly by the Council or to support work done by partners, helping to deliver the identified contribution to carbon reduction targets. |

## 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. Develop and oversee delivery of energy system projects and specifically the delivery of the Oxfordshire Local Area Energy Plan.
2. Act as an energy systems technical specialist, offering advice, guidance and support to the council, and where appropriate partner organisations such as district councils.
3. Budget monitoring, project delivery and risks in accordance with the council’s policies and procedures and the terms of any grant(s).
4. Work closely alongside stakeholders maintaining excellent, effective working relationships, mainly the delivery contractors, funders, technical specialists, senior council directors, politicians and district partners.
5. Ensure objectives, profile of work and impact of day-to-day deliverables are maximised,
6. In respect of your own workload, manage project monitoring, planning and control tools to support successful project delivery, regularly updating and escalating as appropriate.
7. Promote a strong stakeholder engagement focus taking account of stakeholder requirements.
8. Provide necessary information for performance management measures and reporting internally where required.
9. 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.
10. To seek additional successful funding opportunities and provide staffing resource to deliver resulting schemes.
11. 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 council 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 energy-related project delivery. | A,I |
| A project management qualification such as Prince II or substantial experience of leading complex energy systems projects including financial and budgetary monitoring/reporting (at least 3 years). | A,I |
| 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, interpret and present varied and complex information to produce solutions and strategies to support senior level decision making within the Directorate. | A,I |
| Demonstrable technical understanding of the energy system and related areas such as community energy, flexibility services, roll out of low carbon technologies / retrofit, and associated funding and investment options with experience of delivering projects in these or similar areas. | A,I,P |
| Strong interpersonal skills and 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 |
| 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. The ability to manage own emotions in the face of pressure, set-backs or when dealing with challenging situations | A,I |
| Competent IT user including the use of Microsoft Office products, project management systems, GIS and other visual platforms | 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 travel to all areas of the county. | A |
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| Desirable Criteria  | Assessed By: |
| Previous experience of working at a similar level in Local Government.  | A |
| Experience in event management and confidence in public speaking. | A,I,P |
| Membership of a relevant professional organisation. | A |

# 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 | [x]  | 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.