

## JOB DESCRIPTION

**Role:** Energy Project Manager

**Reports to:** Net Zero Programme Lead

**Reference:**

**EPM101**

**Duration:**

31<sup>st</sup> September 2026 Fixed Term Contract

**Salary**

£55,629-£61,421 (Grade 14)

**Location:**

Home Based

### Job Purpose

To support and accelerate the delivery of net zero objectives. The post holder will play an integral role in the development of a range of low carbon energy projects for the public sector estate to generate investment, create jobs and secure sustainable growth for current and future communities.

Reporting to the Programme Lead and working closely with other members of the Net Zero Team/Hub, you will be responsible for the development, delivery and monitoring of a pipeline of regional local energy/net zero/public sector estate projects.

The postholder will be responsible for developing project concepts, undertaking and overseeing the development of feasibility studies and supporting the development of business cases to enable investment decisions to be made. You will work in collaboration with various stakeholders including local authorities, government agencies, private and third sector organisations, industry bodies and universities and colleges to build effective relationships and regional networks to drive growth and capacity in the sector.

You will provide client-focussed support to develop, scale-up and replicate local energy and decarbonisation projects within your area of responsibility and act as a designated lead on specific Net Zero themes as well as represent the “Hub” as required at both local and regional levels.

### Key Responsibilities

- Contribute towards the development and delivery of the public sector decarbonisation strategy for the Hub;
- Working with the Programme Lead, establish and maintain relationships with key stakeholders including local authorities, government agencies, private and third sector organisations, industry bodies, universities and colleges;
- Work with the Programme Lead to identify and prioritise delivery support required;
- Undertake or support others to deliver all stages of the project development process, including concept development, feasibility studies and business cases that enable investment decisions to be made to achieve delivery;
- Developing a pipeline of investable local energy projects utilising the full skills within the Net Zero Hub team, operating as the client interface with potential local project leads/deliverers and their stakeholders;
- Identify and support public sector bodies to apply for grant funding opportunities and commercial finance to support the development of projects;
- Identify, articulate and seek common solutions to barriers that are preventing the delivery of local energy projects;

- Be knowledgeable of policy and be able to utilise the relevant national, regional and local strategies and plans in support of delivering Net Zero at a local level;
- Support, and lead as appropriate, the Net Zero Hub's role in developing and implementing new solutions, tools and approaches to deliver Net Zero;
- Ensure learning and best practice are adopted and shared with the wider Net Zero hub network, including DESNZ, to develop cross-hub awareness of best-practice;
- Ensure key performance metrics are achieved against agreed objects and action plans, providing regular reporting inputs as required;

### Key working relationships

- Data and Information Manager
- Wider Net Zero Hub Team
- Department for Energy Security & Net Zero (DESNZ)
- Public sector organisations and their partners/partnerships
- Other Members of the Combined Authority
- Senior Officers and Members of the Hub Board Constituent Bodies
- Other relevant stakeholders in the Net Zero Hub area

## Person Specification

### KNOWLEDGE & EXPERIENCE

#### Essential

- Educated to degree level (or equivalent experience) in a related discipline.
- Knowledge of energy technologies and their applications, including in-depth knowledge in at least one of the following specialisms: renewable energy, low carbon heat, transport decarbonisation, public sector estate decarbonisation, smart energy systems, local area energy planning.
- Proven track record in supporting the development and delivery of local energy projects e.g. undertaking feasibility studies, business cases, securing funding or finance
- Extensive project management experience, ideally in delivering energy projects to deadline and to budget
- Previous contract management experience
- Experience of effective stakeholder management and engagement
- Knowledge of the Net Zero and energy policy landscape

#### Desirable

- Working with a range of public sector functions including finance, property, sustainability/climate change
- Familiarity with Government grant funding schemes
- Previous line-management experience

## SKILLS & ABILITIES

### Essential

- Project management skills with the ability to design and develop programmes for optimal delivery
- Strong technical and analytical skills
- Ability to undertake feasibility studies/business case development in at least one of the following specialisms: renewable energy, low carbon heat, transport decarbonisation, public sector estate decarbonisation, smart energy systems, local area energy planning
- Ability to solve problems and pre-empt issues
- Ability to work and collaborate with a wide range of stakeholders
- Able to write reports/proposals/professional briefings and adapt outputs for different audiences
- Excellent presentation skills: the ability to present complex ideas in a comprehensive but accessible format
- Well-developed interpersonal and communication skills: able to form effective relationships with a wide range of stakeholders from public and private sectors, senior management

### Desirable

- Experience with MS Office applications
- Prince 2 Qualified or equivalent
- Knowledge of HM Treasury 5 case model business case process
- Line management/ contract management

## BEHAVIOURS

- The post-holder is expected to be an advocate for the work of the GSENZH.
- The post-holder will be a strong advocate for the public sector decarbonisation contribution to deliver net zero.
- The post-holder is expected to maintain the highest level of confidentiality and discretion at all times during the course of their work.
- The post-holder must comply with the Combined Authority's Health and Safety requirements.
- The post-holder will be required to work from a variety of locations within the Greater South East Hub area including Cambridgeshire & Peterborough region. There may be a requirement to travel out of the region