

JOB DESCRIPTION

Role: Net Zero Programme Lead

Reports to: Regional Director of Net Zero Hub

Reference: PL101
Duration: 31st September 2026 Fixed Term Contract
Salary: £61,421-£67,439 - Grade 15
Location: Home Based

Job Purpose

To support and accelerate the delivery of the Net Zero objectives for the hub area the role covers and supporting the delivery of related action plans, maximising use of available funding.

The post-holder will be responsible for leading a team of Project Managers & Project Officers to develop, deliver and monitor a pipeline of regional local energy projects. This team will provide energy sector expertise to a range of organisations and key stakeholders that are developing local energy and net zero projects.

The post-holder will be responsible for establishing and maintaining strategic relationships with stakeholders to support the delivery of public sector decarbonisation, including local authorities, government agencies, private and third sector organisations, industry bodies and universities and colleges. The establishment of key networks and knowledge exchange will be critical to accelerate the scale and pace of decarbonisation across the hub area.

Key Responsibilities

- Develop and oversee the delivery of the net zero investment pipeline for the Hub, working with the Hub staff to identify and prioritise the deployment of resource to support project delivery;
- Work closely with the other Net Zero Programme Leads and as a member of the Senior Management Team to ensure coordinated and strategically aligned delivery across the GSE region;
- Work with the Net Zero Team staff including Project Managers and Officers to identify, scope and upscale energy initiatives in the region, contributing toward the development of local action plans and business cases that lead to a pipeline of commercially investible projects;
- Provide quality assurance to ensure the full range of potential options are considered, assumptions unpinning the plans are reasonable and justifiable, and outcomes are clear and fully aligned with the GSE Net Zero Hub's strategic objectives;
- Monitor programme performance against MOU targets and KPIs. Ensure value is maximised wherever possible and that the programme is delivered to budget;
- To identify and recruit relevant skills and resources as required to ensure successful delivery of the work programme;
- Manage the day-to-day activities of the team, including performance management and development;
- Provide regular reporting updates to the Hub Manager, Hub Boards and relevant funders to include successes, challenges, risks and opportunities associated with delivery of the programme;

- 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;
- 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 Hub Operations Team to increase brand awareness of the hub for prospective clients and partner organisations;
- Identify where additional support may be sourced to expand the scope of decarbonisation plans such as securing match or partner contributions, developing innovative solutions or improving access to funding;
- Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.

Key working relationships

- Department of Energy Security & Net Zero (DESNZ)
- Greater South East Net Zero Hub team lead
- Hub Senior Management Team
- Wider Net Zero Hub network
- Public sector organisations and their partners/partnerships
- Private and third sector organisations and industry bodies
- Senior Officers and Members of the Hub Board Constituent Bodies
- Other Members of the Combined Authority
- Other relevant stakeholders in the Net Zero Hub area

Person Specification

KNOWLEDGE & EXPERIENCE

Essential

- Educated to degree level (or equivalent experience) in an engineering or energy related discipline
- Working knowledge of energy systems, technologies and their applications
- Experience of net zero carbon management, including public sector decarbonisation, decentralised energy, heat decarbonisation, transport, local area energy planning etc.
- Proven track record in the development and delivery of local energy projects to deadline and to budget
- Experience of effectively managing budgets and performance of projects/programmes
- Experience of co-ordinating delivery across a range of multi-disciplinary partners and stakeholders to ensure the achievement of high-quality outcomes
- Previous line-management experience
- 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 organisations/ functions including finance, property, sustainability/climate change
- Understanding of non-domestic retrofit and the delivery of energy projects
- Knowledge of public sector procurement and decision-making processes

- Familiarity with Government grant funding schemes
- Membership of a relevant institute e.g. CIBSE, Energy Institute

SKILLS & ABILITIES

Essential

- Programme management skills with the ability to design and develop programmes for optimal delivery
- Line management and team development
- Understand the analyse technical outputs, understand and challenge recommended solutions, draw conclusions and communicate the decisions taken
- Effective data collection, analysis, management and reporting.
- Analytical thinking: with the ability to pre-empt issues and solve problems in a logical manner
- Ability to work, influence 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 business process

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.