

JOB DESCRIPTION

Role: Net Zero Go Project Officer

Reports to: Head of Operations

Reference:

Duration: 30th September 2026: Fixed Term Contract

Salary: £34,314 - £37,938 – NJC Grade 9

Location: Home Based

Job Purpose

The Net Zero Go Project Officer will support the development, implementation, and management of the Net Zero Go (NZG) platform. The role involves coordinating stakeholder engagement, managing content, and ensuring effective knowledge-sharing to support local authorities (LAs) in achieving their net zero ambitions.

In conjunction with end users, DESNZ, the Energy Systems Catapult and regional Hub employees, you will support the implementation of changes to the new platform and promote its benefits to improve user engagement.

Key Responsibilities

1. Contract & Performance Management

- Monitor and ensure that Net Zero Go contract requirements and KPIs are met.
- Track project milestones and report on progress.

2. Stakeholder & Relationship Management

- Act as the primary point of contact for Hubs and end-users.
- Support stakeholder managers in developing a pipeline of engagement activities across all hubs.
- Facilitate engagement with local authorities, gathering feedback and insights to improve Net Zero Go.

3. Engagement & Communication

- Ensure that clients and hub staff understand the benefits of Net Zero Go. Ensuring content is relevant and promoting it to clearly defined audiences.
- Seeking and implementing continuous feedback on the platform.
- Supporting clients and Hub staff with accessing and using the platform
- Coordinate cross-hub learning and networking opportunities (e.g., Lunch and Learn sessions).
- Promote active local authority and Hub participation and engagement.
- Ensure content is shared through the Net Zero Hub networks and other appropriate channels

4. Content Management & Knowledge Sharing

- Ensure Net Zero Go becomes a dynamic and valuable knowledge-sharing platform.

- Support the upload and management of partner content, ensuring relevance and accuracy.
- Coordinate content contributions from programme providers and innovative local authorities.
- Work closely with internal and external stakeholders to align content with identified local authority needs.

5. Innovation & User Experience

- Identify emerging needs of local authorities and source relevant materials.
- Collaborate with internal and external stakeholders to guide content direction and usability.
- Test and provide feedback on the Net Zero Go platform to enhance user experience and functionality.

6. Other activities as determined that are commensurate with the grade of the role.

Key working relationships

- Internal teams (Energy, Net Zero, LNZA)
- Local authorities (LAs) and all regional hubs
- DESNZ
- Energy Systems Catapult
- Other relevant stakeholders as required

Person Specification

KNOWLEDGE & EXPERIENCE

Essential

- At least 3 years' experience in energy, sustainability in local government sectors.
- Experience in project coordination or contract management within energy, sustainability, or local government sectors across a range of stakeholders and level seniority
- Strong stakeholder engagement and relationship management skills.
- Ability to manage and coordinate knowledge-sharing activities.
- Excellent communication and organizational skills.
- Experience in content management and digital platform engagement.
- Understanding of local authority net-zero goals and challenges.

Desirable

- Knowledge of legislation surrounding the energy sector.
- Experience working with digital knowledge-sharing platforms.
- Knowledge of innovation and engagement strategies for local authorities.
- Experience of working with local authority functions including finance, property, maintenance, sustainability/climate change, economic development

- Experience of contract and supplier performance management to deliver projects.

SKILLS & ABILITIES

Essential

- Ability to manage own workload without regular reference to others and respond to competing deadlines effectively.
- Project management skills with the ability to design and develop programmes for optimal delivery.
- Strong technical and analytical skills, with the ability to solve problems and pre-empt issues.
- Able to write reports/proposals/professional briefings and adapt outputs for different audiences.
- Good 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 including public and private sectors, senior management, as well as clients and contractors from diverse backgrounds.
- Self-motivated, conscientious and responsive: an ability to work flexibly to changing demands and tight timescales.
- Experience with MS Office applications

Desirable

- Prince 2 Qualified or equivalent

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 Health and Safety requirements.
- A home-based role with the requirement to travel as required for meetings, events and stakeholder engagement.