

## ROLE SUMMARY

JOB TITLE	<b>HEAD OF REGIONAL PROGRAMME</b>
PRIMARY PURPOSE	<b>TO MANAGE A PROGRAMME ACROSS THE NORTH WEST OF ENGLAND SO AS TO DRIVE INVESTMENT IN ENERGY PROJECTS, WORKING WITH BUSINESSES, COMMUNITY AND PUBLIC SECTOR AGENCIES AND PRIVATE SECTOR FUNDERS AND SERVICE PROVIDERS</b>
SALARY BAND	<b>£50,000 - £56,000</b>
BUSINESS UNIT	<b>BUSINESS GROWTH TEAM</b>
RESPONSIBLE FOR	<b>TWO FULL TIME STAFF</b>
TERMS OF EMPLOYMENT	<b>FULL TIME FIXED TERM TWO YEARS**</b>

## LOCAL ENERGY NORTH WEST

The **Liverpool City Region Local Enterprise Partnership** in partnership with the **Liverpool City Region Combined Authority** is seeking to recruit talented and experienced individuals to join a new team.

**Local Energy North West** is a new programme that will support organisations across the North West of England to identify, develop and implement energy projects. The programme is supported by central government and will be overseen by the five Local Enterprise Partnerships in the North West of England.

This is an exciting opportunity for passionate individuals to contribute to the scaling up of clean energy investment in the North West of England.

Organisations in the North West have articulated an interest in implementing energy saving and energy generation projects, but often lack the expertise to move projects from the drawing board to an investment decision. **Local Energy North West** will work in collaboration with businesses, public-sector institutions and communities to develop the case for their projects, sharing knowledge of good practice to duplicate success.

The team will support the develop a wide-ranging portfolio of projects, potentially including business-park scale investment propositions. The team will play a strategic role, convening meetings with senior decision makers and transferring knowledge. It is envisaged that the majority of activity will be to support third parties to consider building integrated energy generation schemes, for example CHP for large building estates, medium scale solar arrays with storage, and also large energy saving retrofit programmes for example low energy lighting, domestic cladding, and metering and targeting.

The team will have a commercial focus, working flexibly with organisations to help them attract private, public and community finance to enable the delivery of schemes. The team will support others to understand energy as a service, invest to save and energy performance contracts.

**Local Energy North West** is one of five local energy hubs that are to be established across England. Each hub will have a self-determined role suited to the region in which it operates, so that activities reflect local contexts. All will have the over-arching aims of bringing investment into energy infrastructure projects and making strategic linkages between local institutions. The team will form a strong working relationship with the BEIS Local Energy Team.

**Local Energy North West** will operate for two years initially.

\*\* The role may be part funded by the European Regional Development Fund

# THE LEP & COMBINED AUTHORITY

The **Liverpool City Region Local Enterprise Partnership** and the **Liverpool City Region Combined Authority** are searching for exceptional individuals with the passion to help us deliver our vision and create a truly global and competitive City Region.

The **Liverpool City Region Local Enterprise Partnership** is Liverpool City Region's primary economic development company, and the most innovative of its kind in the country. The Liverpool City Region Growth Strategy: Building our Future, acts as the City Region's Strategic Economic Plan, outlining our ambitions for economic growth over the next 25 years. Our focus is economic growth that will ensure all our residents have the opportunity for a good quality of life for themselves as well future generations. Our vision is to build on our core strengths and capacity for innovation to create a truly global and competitive City Region at the heart of the Northern Powerhouse.

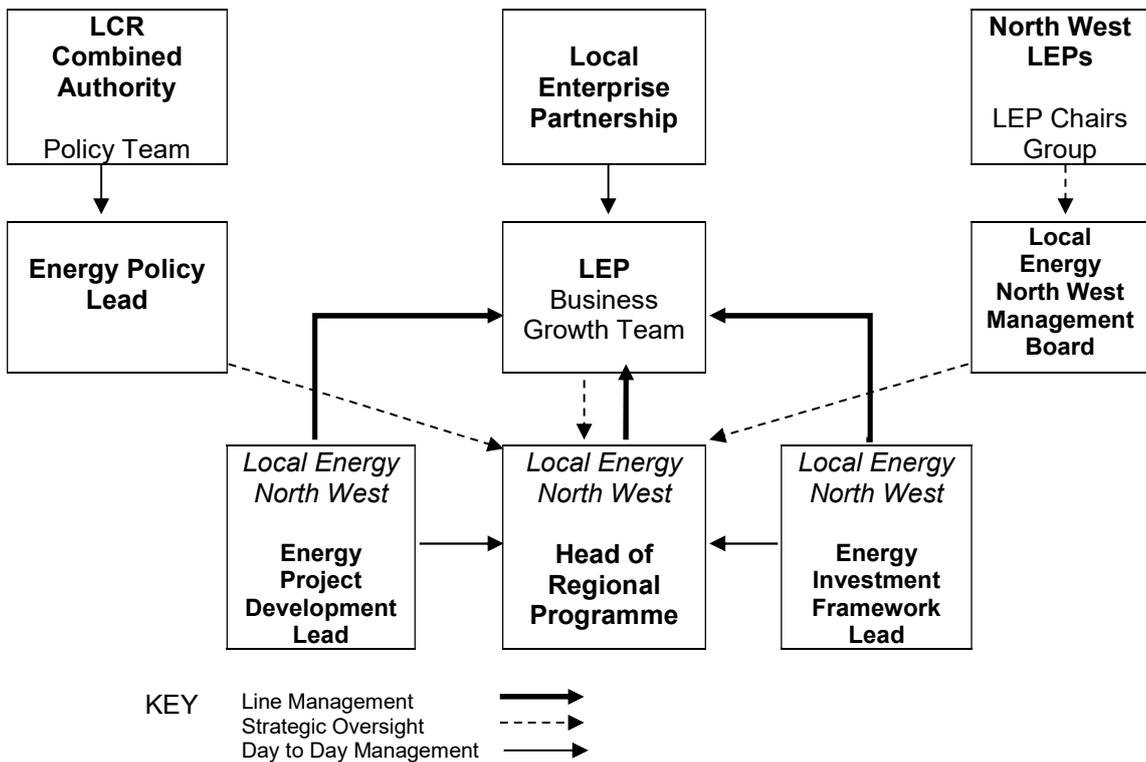
The **Liverpool City Region Local Enterprise Partnership** will work in partnership with the **Liverpool City Region Combined Authority** to create the **Local Energy North West** hub.

The **Liverpool City Region Combined Authority** is a sub-regional statutory body with responsibility over devolved budgets for transport, skills and other areas. The Combined Authority and its constituent councils together govern the Liverpool City Region. The Combined Authority is comprised of six Local Authorities together with Merseytravel the Transport Authority and Liverpool City Regional LEP.

Since 2017, the elected Metro Mayor of the Liverpool City Region Chairs the City Region Combined Authority. The Metro Mayor is accountable to the public and is in a position to demonstrate leadership on energy policy and sustainable place making, which he has made a priority.



# ORGANISATIONAL STRUCTURE



# HEAD OF REGIONAL PROGRAMME

## PURPOSE

As the lead for the Local Energy North West team, the Head of Regional Programme will engage with LEPs in the North West of England, central and local Government agencies and senior business leaders from the energy sector.

The Head of Regional Programme will coordinate work to identify large and medium scale energy projects and then direct the work of the team so as to define an offer of support to selected projects in order to bring forward sound business cases for investment.

The post holder will oversee the development of a pipeline of energy projects in the north west of England, encouraging partnership and collaborations between institutions so that investment in energy infrastructure can realise scale across the region.

## KEY RESPONSIBILITIES

The **Head of Regional Programme** will:

### Development and Financing of Energy Projects

- Coordinate the development of robust business cases for energy projects so that funding is attracted to viable schemes
- Manage a range of energy projects as portfolio, using an evidence based process to direct resources to the most promising opportunities.
- Seek to aggregate similar projects into programmes, supporting the creation of joint investment partnerships.
- Market the service provided by the Local Energy North West programme
- Develop productive relationships with providers of finance, energy services providers, energy utilities companies, public sector leaders.
- Keep abreast of industry and policy developments related to energy project viability ensuring that projects supported by the Local Energy North West are developed and implemented in accordance with current good practice.
- Subject to funding agreement: Manage the team to support the identification and development of the business case for activities eligible for European Regional Development Funds that are available from NW Regional grant funding calls and sub-regional loans

### Programme Management

- Work to help establish and then lead delivery of Local Energy North West, accountable to the Local Energy North West Management Board.
- Work proactively to administer the programme on behalf of the LEP and Combined Authority
- Manage the activities of Local Energy North West a team of 3-4 people to obtain value for money and to keep the programme on time and within budget
- Ensure that financial, technical and environmental risks associated with the programme are effectively managed.
- Oversee the procurement of resources and specialists required for the project in line with organisation policy and statutory requirements
- Ensure effective communication is in place for the programme including participating in the established governance arrangements for reporting in line with agreed timescales and protocols

## **General Responsibilities**

- Promote the work of the Liverpool City Region Local Enterprise and Liverpool City Region Combined Authority (the managing organisations).
- Ensure the Local Energy North West Team supports the managing organisations to achieve corporate plans and mitigate strategic risks.
- Participate in all training and development as directed and use learning opportunities to improve personal skills and service delivery.
- Ensure the managing organisations commitment to equal opportunities is demonstrated, promoting non-discriminatory practices in all aspects of work undertaken.
- Work to comply with all statutory requirements, standing orders and financial regulations; health and safety legislation, codes of practice and other organisational working practices.

## **PERSON SPECIFICATION**

### **RELEVANT EXPERIENCE**

- The Head of Regional Programme will have worked in senior roles and have demonstrated leadership capabilities\*
- The Head of Regional Programme will have experience in roles linked to the energy sector.
- The Head of Regional programme will understand the fundamental factors common to energy projects and the relationship between energy, carbon and cost as well as commercial considerations and delivery risks.
- The Head of Regional programme will understand government policy frameworks related to clean growth as part of industrial strategy, the energy sector and climate change\*

### **SKILLS/ ABILITIES**

- Programme and project management capabilities ideally with a relevant qualification or substantial examples of real world practice\*
- Experience of providing advice of a technical and financial nature across a range of complex projects, representing these issues clearly and persuasively both internally and externally\*
- Successful delivery of projects within the renewable energy or related sectors.
- Recent experience of the UK energy sector including the regulatory environment and financial support mechanisms
- Experience of operating successfully in a commercial environment.
- Experience of working successfully to tight and demanding timescales in the delivery of programmes and projects\*
- Previous experience and involvement in the procurement for major projects would be highly desirable including familiarity with OJEU procurement processes.
- Experience of decision making by public sector organisations and with public sector procurement procedures is highly desirable

\* Essential attributes for the role

## QUALIFICATIONS

- Degree or equivalent qualification, ideally with specific relevance to the role
- Membership of (or eligibility to join) a recognised and relevant professional body
- Evidence and commitment to continuous personal and professional development

## ATTRIBUTES

- Positive, flexible and responsive, with a dynamic and creative approach to problem solving
- Highly developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way
- Ability to analyse and interpret information and to use judgement in creating solutions to deliver multi-faceted pieces of work
- Evidence of quality, time management and organisational skills
- A commitment to providing a high-quality customer service
- Commitment to and understanding of equal opportunities
- Drive, enthusiasm and commitment and willingness to work flexibly as and when required.
- Dedicated to making a difference at work, supporting the vision and aims of the Liverpool City Region LEP and the Liverpool City Region Combined Authority

## OTHER INFORMATION

- The post-holder will work primarily from a base in Liverpool but with the option to work from the offices of agencies across the north west from time to time
- There will also be a requirement to travel out of the north west region from time to time
- There will be the need for attendance at the LEP Offices in Liverpool City Region for a minimum 10 days per calendar month. Flexible and home working can be considered
- This post has initial funding for a two year fixed term contract, looking to extend to a permanent position
- Secondments from organisations that provide relevant services can be considered
- Subject to funding agreement, part of the advertised role may include providing support to projects seeking to secure European Regional Development Funds in the form of grant or loans



**European Union**  
European Regional  
Development Fund