

Job Description and Particulars of Appointment

1a. Details of Post

- Post: Project Delivery Lead (Renewables)
- Grade and SCP: Grade PO11, SCP 37-40
- Report to: Managing Director

1b. West Mercia Energy

West Mercia Energy (WME) is a purchasing organisation jointly owned by Herefordshire Council, Shropshire Council, Telford & Wrekin Council and Worcestershire County Council ('Member Authorities').

WME are responsible for public sector energy procurement and energy management and offer a range of energy contracts to Local Authorities, schools, colleges and other public bodies.

2. The Role & Scope

As the Project Delivery Lead (Renewables) for WME, you will be responsible for leading on the development of and delivery of strategic renewable asset business cases for the benefit of WME and its Member Authorities in support of net zero carbon targets.

The role will work closely with WME colleagues, key officers at the Member Authorities including climate change & sustainability officers, as well as external partners to drive project success and contribute to the growth of our renewable energy portfolio. The focus will be on larger scale projects rather than 'on site / behind the meter' smaller schemes.

Where business cases are approved, you will lead on the delivery of renewable energy projects, ensuring they are completed on time, within budget, and to the highest quality standards.

As a senior post within the organisations, the postholder will make a major contribution to WME's visions, values and strategic objectives.

The postholder will be responsible to the Managing Director who is in turn is responsible for the post holders health & safety, training and development.

3. Key Responsibilities

- Leading on the development of business cases for renewable energy generation projects on behalf of the combined WME Member Authorities which will support their key net zero carbon objectives. These business cases may include joint ownership of renewable assets either through development or acquisition, or power purchase agreements.
- Liaising with relevant district network operators to inform WME and its Member Authorities of opportunities.
- Working closely with the Member Authorities to understand the work currently being undertaken by each with a view to supporting this through WME arrangements where appropriate. This includes defining opportunities where collaboration between the Member Authorities may add value.
- Ensuring the completion of feasibility studies to identify suitable sites and technologies for renewable energy projects either by undertaking the work directly or the commissioning thereof.
- Liaising and collaborating with various stakeholders, such as landowners, developers, contractors, engineers, consultants, energy suppliers, network operators and community groups to determine where appropriate opportunities exist within the infrastructure landscape to develop renewable projects.
- Ensuring the preparation and submission of planning applications, permits, and contracts to secure the necessary approvals and funding for the projects either directly or through an external partner.
- Coordinating and overseeing the design, installation, commissioning, and operation of the renewable energy systems and equipment.
- Actively seeking out opportunities for funding to support the transition to renewable energy sources and infrastructure connections to the grid. This will include government funding, investment directly by the Member Authorities and/or the private sector .
- Preparing and delivering reports, presentations, and proposals to key stakeholder groups, cabinets and committees.
- Where business cases have been approved, leading the delivery of these business cases including:
 - Developing and maintaining project schedules, budgets, and quality standards.
 - Identification and mitigation where possible of project risks.

- Monitoring and evaluating the performance, efficiency, and environmental impact of the projects
- Compliance with all relevant regulations and industry standards including procurement regulations.
- Ensuring high visibility of the role across the WME Member Authorities and collaboration with key internal and external stakeholder to ensure project success.
- Providing technical advice and support to WME stakeholders, customers, and staff on renewable energy issues and solutions.
- The postholder will work extensively with the Managing Director in development of the strategic direction of WME in relation to supporting the WME Member Authorities and customers with their net zero carbon targets.
- Be a highly effective ambassador with a strong external profile to ensure effective management, visibility and influence with key stakeholders.
- To provide visible, authentic and inspirational leadership, role modelling a high performing, supportive culture. Systematically coach, mentor and develop others to achieve their potential.
- To ensure the motivation and wellbeing of any support staff, delivering high levels of performance and inclusive leadership behaviours. Recognise and celebrate success.
- To champion individual and collective learning and development opportunities, enriching the development of the workforce to maximise engagement and productivity.

General

- To support the Managing Director to ensure that the business as a whole delivers excellent customer service to its customers.
- To support the Managing Director in the continuous review and improvement in WME's operations.
- To undertake any other compatible duties assigned by the Managing Director.

The post holder will be expected to work with stakeholders, elected members, customers, suppliers and other WME staff as required.

The duties are not illustrative and not exhaustive. The post holder will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the WME and changes affecting the workforce.

4. Performance & Customer Focus

The post holder will ensure they;

- adopt a customer focused approach, ensuring engagement with customers and maintenance of an appropriate personal profile,
- act as an advocate for their service and work collaboratively with colleagues across West Mercia Energy to meet the needs of customers,
- meet individual, service and personal development targets agreed through the Personal Development Review Process, learn from experience and are committed to continuous improvement individually and as an employee of WME,
- work with colleagues to meet the teams key performance indicators, support a culture of team working and ensure the team functions successfully in support of WME corporate and service objectives,
- meet the behaviours and competencies adopted by West Mercia Energy in the way in which they achieve their objectives and carry out their work.

5. Conditions of Service

- a) The post is based at Chapter House South, Abbey Lawn, Shrewsbury SY2 5DE but home working will be allowed as agreed with the Managing Director.
- b) The post is graded PO11. The following salaries are effective from 1 April 2023 based on full time working. The starting point is normally at the lowest incremental point with progressions on 1 April each year through the scale. Increments are not given during the first 6 months probationary period. However, if the probationary covers 1 April the first increment will be granted once 6 months satisfactory service has been completed.

Scp 37 £52,616	Scp 39 £54,936
Scp 38 £53,811	Scp 40 £56,168

WME employees are eligible to participate in an annual Profit Related Pay Scheme (the PRP Scheme). The PRP Scheme is designated to pay an annual bonus dependent on the level of profits that are achieved in each financial year.

The actual payment varies as follows:

- Do not achieve a minimum profit no bonus can be paid.
- Achieve a minimum profit a bonus of 2.5% of salary will be paid;
- Achieve our target a bonus of 7.5% of salary will be paid;
- Exceed our target the bonus will increase further up to a maximum of 12.5% of salary.

The amount of bonus will be pro-rated between the minimum of 2.5% and the maximum of 12.5%.

- c) This post is subject to the following:

- The post is for an initial period of 12 months, for 37 hours per week. Part time working arrangements would be considered.
 - Normal office hours are 8:45am - 5pm Monday – Thursday and 8:45am – 4pm Friday with a lunch break of 39 minutes.
- d) The post carries eligibility to join the Local Government Superannuation Scheme
- e) Annual leave entitlement is 24 days per annum. Bank holidays also apply.
- f) The appointment is subject to 3 months' notice in writing on either side.
- g) The appointment is subject to six months satisfactory probation service during which time the notice period will be one week on either side.
- h) Smoking is not allowed in any place of work or vehicles.

6. Pre-employment Requirements

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references
2. Medical report
3. Evidence of the qualifications required for the post listed on your application form

Person Specification

POST OF: Project Delivery Lead (Renewables)

Please ensure that the Job description and Person Specification are used as a guide when completing your application form. All other criteria below will be assessed via your application form, further methods will be used to support this at interview stage. You are expected to use the application form as a means to demonstrate, with examples, how you meet the person specification criteria below – a re-wording of the criteria listed will not guarantee an interview.

Method of Assessment: S – Scenario, I – Interview, T – Test, D – Documents

Qualifications	How Assessed – D, I
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Essential:

Degree level qualification or equivalent.

Desirable:

Degree in engineering, business or a related field (such as environmental sciences).

Work experience and vocational training	How Assessed – I
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Essential:

Experience of working in the UK renewable energy sector.

Experience of delivering consultancy services within the UK energy sector with a commitment to problem solving in a collaborative way.

Strong project management skills.

Strong problem-solving, mathematical, financial modelling and organizational skills.

Knowledge of relevant regulations and industry standards.

Commercial knowledge to capture and to analyse market data to identify new opportunities.

Desirable:

Minimum of 5 years renewable energy experience within the UK across solar, wind and other technologies including project development experience, project finance, corporate power purchase agreements.

Experience of the UK public sector.

Experience of UK public sector procurement.

Information Technology	How Assessed – I, T
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Essential:

Experienced in use of Microsoft Office to gather, manipulate and produce reports in various formats, including Excel, Word and PowerPoint.

Communication	How Assessed – I, T
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Essential:

Excellent interpersonal skills to build up and sustain outstanding rapport with colleagues, stakeholder, suppliers and customers.

Able to present ideas and information in a concise and engaging way (oral and written) proven in a business environment.

Ability to consult, influence and negotiate both verbally and in writing with a wide range of individuals, internally and externally.

Must be comfortable and proficient in presenting and explaining renewable energy solutions to senior management and elected members.

Job related personal skills	How Assessed – I, T
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Essential:

Able to demonstrate a high level of organisational ability, professionalism and an eye for detail.

An adaptable individual with a drive to own actions and resolve problems.

The awareness of exactly what is expected and the acceptance of target setting and measurement with the associated desire to perform effectively without distraction.

The personal skills to deal with problems alone without immediate intervention. The ability to remain calm and rational whilst working alone and without the support of colleagues is important.

Desirable:

Show an understanding of the challenges facing the energy industry and illustrate knowledge of the operational detail that will be required to succeed within the industry.

Special Working Conditions	How Assessed – I
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Essential:

Full current driving licence. Alternative travel arrangements will be discussed with disabled applicants.

Willingness to travel to and work in a variety of locations in UK as required.

Occasionally working additional hours to meet service and customer needs.