**Job description**

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| **Job title: Net Zero Engagement and Reporting Lead** |

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| **Department: Energy and Sustainability****Service: Midlands Net Zero Hub****Grade: I****Post reference number:**  |
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| **1 Job purpose****The post holder will develop and deliver an Engagement and Communications Strategy with the support the Head of Midlands Net Zero Hub and Hub management team. They will champion the objectives and outcomes of the Hub programme through a range of communications and engagement activities, which will include regular reporting to the Head of Local Net Zero at the Department of Energy Security and Net Zero and managing wider communications with internal and external stakeholders, including Ministers and civil servants.** **As a key member of the Midlands Net Zero Hub, the post will contribute to increased visibility of the Hub and better understanding of its activity both regionally and nationally. They will build relationships with Directors, Heads of Service, Community leaders etc and have oversight of the wider reach of the Hub, including projects and stakeholders outside of the immediate scope of Hub priorities/ pipeline.****They will also chair the Local Net Zero Hub Communications and Stakeholder Engagement working group, ensuring effective collaboration to develop and deliver a national engagement and communication strategy and associated work plans.** |
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| **2 Principal duties and responsibilities**1. Develop and lead the delivery of a Hub Engagement Strategy, with clear outcomes and success criteria, securing input and buy-in from partners and key stakeholders, including the wider team and board members. Develop and deliver quarterly activity plans to engage target audiences on the priorities set out in the strategy.
2. Benchmark and report on activity of local authorities across the Midlands to inform engagement and communications strategy, direction of Midlands Net Zero Hub regional team, and inform national policy via reporting to Department for Energy Security and Net Zero on needs of the region.
3. Manage delivery of key projects for the Midlands Net Zero Hub as required by senior members of the Local Net Zero team at the Department for Energy Security and Net Zero and/or Hub Manager and Hub management team.
4. Act as the first point of contact and conduit for Ministerial requests into the Hub and engage meaningfully with Dept. Net Zero to represent the Hub and net zero in the Midlands. Arrange site visits to showcase activity.
5. Develop and manage a comprehensive database on CRM platform and map of broader net zero activity, networks, partnerships and stakeholders across the Midlands Net Zero Hub region.
6. Manage the compilation and presentation of a portfolio of case studies demonstrating the direct impact of the Hub and showcasing the wider delivery of net zero across the region.
7. Chair the national Cross Hub Working Group for Communications and Stakeholder Engagement and oversee the development and delivery of a national communications and engagement workplan and stakeholder mapping.
8. Budget management responsibility for specific projects and programmes of work to effectively share knowledge while delivering value for money and with due regard to financial regulations, including national budget for Local Net Zero Hub programme communication and engagement.
9. Proactively manage engagement with stakeholders in the public, private and third sectors with a view to promoting the visibility of the Hub’s activities and developing strategic opportunities.
10. Liaise with key stakeholders through convened meetings and events to ensure the Hub is front and centre of communications pertaining to local net zero and delivery is undertaken with the knowledge, involvement and support of partners, including Dept Net Zero Local Net Zero team, accountable body, LEPs / Combined Authorities, Local Authorities and other key stakeholders.
11. Oversee the strategic promotion of strong relationships between partners and assist effective collaboration, building connections and consensus.
12. Manage the delivery of all Hub communication and engagement activity, including effective delivery of Hub website redevelopment project, social media channels, email platforms, in-person and online events, and more.
13. Proactively liaise with senior local government officers, Ministers, elected members, other LEPs and Combined Authorities, to provide advice, seize strategic opportunities for collaboration, and resolve complex challenges, influencing decisions as appropriate, and deputising for the Head of Midlands Net Zero Hub as required.
14. Build and manage a high-performing team to support knowledge sharing through communications and engagement activity.
15. Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.
16. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
17. Support internal decision making within public bodies by acting as a critical friend to project teams.
18. Taking responsible care for the health and safety of themselves and other people who may be affected by their acts and omissions at work.
19. To collaborate and share knowledge with colleagues on Sustainable Development & Clean Growth and undertake a coordinated and flexible role as necessary to meet the objectives of the wider Local Capacity Support programme.
20. Provide support and advice as required to ensure wider business continuity and emergency planning and undertake any other tasks which are reasonable as directed by the Head of Midlands Net Zero Hub.
21. Provide project and programme reports to Head of Local Net Zero at Department for Energy Security and Net Zero through monthly 121s and in-person meetings.
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| **3 All staff are expected to maintain high standards of customer care in the context of the City council’s Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.** |
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| **4 This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.** |
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| **5 Numbers and grades of any staff supervised by the post holder: 2 x H Grade or lower** |
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| **6 Post holder’s immediate supervisor: Head of Midlands Net Zero Hub** |
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| **Prepared by/author: Michael Gallagher Date: 15/12/2022** |
| **Job title: Head of Midlands Net Zero Hub** |

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| **Note:** This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.I understand and accept the job duties and responsibilities contained in this job description.**Signature: Date:** |

**Person specification**

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| **Job title: Net Zero Engagement and Reporting Lead – Midlands Net Zero Hub** |

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| **Department: Energy and Sustainability****Service: Midlands Net Zero Hub****Grade: H****Post reference number:**  |
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| **Areas of** **responsibility** | **Requirements** | **Measurement** |
| **P** | **A** | **T** | **I** | **D** |
| **Knowledge and Technical Skills** | Experience of working in an energy projects function and engaging with other service areas such as finance, property, maintenance and transport |  | **✓** |  | **✓** |  |
|  | Strong analytical and reporting skills to identify anomalous data and discover the reasons driving change |  | **✓** |  | **✓** |  |
|  | Interest and commitment to the use, application and development of new technology. |  | **✓** |  | **✓** |  |
|  | A good understanding of the legislation surrounding the energy sector |  | **✓** |  | **✓** |  |
|  | Understanding of energy markets and their drivers |  | **✓** |  | **✓** |  |
|  | Experience assessing feasibility and developing the business case for investment in energy infrastructure |  | **✓** |  | **✓** |  |
|  | An understanding of legal and financial issues surrounding the delivery of energy efficiency projects |  | **✓** |  | **✓** |  |
|  | A relevant degree or equivalent or considerable experience within the energy sector(i.e. Building services or Engineer/ Mechanical Engineer/ Sustainability Advisor / Energy Manager/ Architect)  |  |  |  |  | **✓** |
|  | Experience of working with a range of stakeholders across the public and private sectors and of developing effective partnerships. |  | **✓** |  |  |  |
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| **Areas of** **responsibility** | **Requirements** | **Measurement** |
| **P** | **A** | **T** | **I** | **D** |
| **Communication and Teamwork** | Ability to effectively communicate with people at all levels in all mediums, including line management. |  |  |  | **✓** |  |
|  | Self-motivated, conscientious and responsive. An ability to work flexibly to changing demands and tight timescales. |  | **✓** |  | **✓** |  |
|  | Provision of clear, concise reports and advice to clients and senior departmental managers, and to respond direct to members in respect of carbon and energy management matters. |  | **✓** |  | **✓** | **✓** |
|  | A proven ability to deliver to tight timescales, manage own priorities and work under pressure with a number of different stakeholders. |  | **✓** |  | **✓** |  |
| **Practical Experience** | Knowledge, skills and experience in energy, carbon management, negotiation and provision of advice on all types of property. |  | **✓** |  | **✓** |  |
|  | Ability to build effective relationships and build support among colleagues and community partners from diverse backgrounds. |  | **✓** |  | **✓** |  |
| **Leadership and Management** | Experience of working on projects and advising on issues related to carbon emissions in relation to a wide range of operations. |  | **✓** |  | **✓** |  |
|  | Ability to analyse complex data, identify solutions, draw conclusions and communicate the decisions taken. |  | **✓** | **✓** | **✓** | **✓** |
|  | An ability to manage own workload without reference to others and respond to deadlines by changing workload |  | **✓** |  | **✓** |  |
|  | An ability to communicate complex issues in clear plain English to a range of stakeholders |  | **✓** |  | **✓** |  |
|  | Experience of supervising contractors to deliver low carbon / energy efficiency energy projects |  | **✓** |  | **✓** |  |
|  | Have demonstrated participation and teamwork, ensuring good communication and motivation of colleagues and project team members. |  | **✓** |  | **✓** |  |
| **Work to promote mutual respect and good relations** | Ability to establish good working relationships with clients and contractors from diverse backgrounds. |  | **✓** |  | **✓** |  |
|  | Awareness of the needs of disadvantaged groups and communities. |  | **✓** |  | **✓** |  |
|  | Understanding of and commitment to Nottingham City Council’s core values of Equality and Diversity. |  | **✓** |  | **✓** |  |
| **Work Related Circumstances** | The ability to visit and inspect buildings and construction sites. |  | **✓** |  | **✓** |  |
|  | The post holder will on occasions be required to attend meetings outside of normal working hours. |  | **✓** |  | **✓** |  |
|  | Willingness to comply with the City Council’s non-smoking policy. |  | **✓** |  | **✓** |  |
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| **P**: Pre-application **A**: Application **T**: Test **I**: Interview **D**: Documentary evidence |
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| **Prepared by/author: Michael Gallagher Date amended: 15/12/2022** |
| **Job title: Head of Midlands Net Zero Hub** |