



ROLE DESCRIPTION

Job Title	Graduate – Project Support (Energy Decarbonisation and Sustainability)
Salary Band	SCP 20 - 23
Reporting to	Liverpool City Region Local Energy Lead
Responsible for	n/a
Directorate	Investment and Delivery
Service Area	Pipeline Development
Political Restriction	This role is not politically restricted

1. Primary Purpose of the Post

This role will help develop and support delivery of decarbonisation and energy efficiency projects in partnership with the six Local Authorities in the city region, North West Net Zero Hub and business partners.

The role will work alongside the wider project team and practitioners, using a standardised project management framework, tools and templates to ensure projects are delivered to a high standard throughout the project lifecycle, with the opportunity to support in all aspects of planning, monitoring, reporting and control.

2. Your responsibilities

- To support the Liverpool City Region Energy team in delivering CA funded programmes in partnership with Local Authorities and delivery partners
- To gather numeric and qualitative evidence to coordinate data returns and reconciliation
- To provide meeting administration and facilitation support
- To provide support in maintaining project management documentation and methodology
- To support bidding for new funds to meet the energy and net zero ambitions in the city region
- To draft briefs and support delivery of consultancy work to support project development and delivery
- To maintain good communications with key delivery partners especially Local Authorities and delivery partners
- To seek out and explore policy best practice from the UK and internationally, and to provide interpretation of key lessons for the Liverpool City Region



- Work closely with the Climate Action Partnership, North West Net Zero Hub and other strategic groups to deliver appropriate schemes and intelligence to support policy development
- Participating in work to continuously improve project delivery at the CA.

The role holder may be required to undertake any other appropriate duties as deemed necessary.

3. General Corporate Responsibilities

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

PERSON SPECIFICATION

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Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Relevant Project Management, Energy, Environmental or similar undergraduate degree or degree level apprenticeship with 2.1 Honours or above	E	A
Other qualification or professional accreditation (preference given to those related to Land and Property / Housing / Regeneration / Energy / Sustainability / Retrofit / Environment / Geography / Social Sciences or similar)	D	A
Project management qualification (APM, PRINCE2, certifications, MSP, PMBOK) supported by certifications	D	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Previous paid or voluntary work (Preference will be given to those that can demonstrate how this experience relates to project management, energy, environmental or similar fields)	E	A / I / P
Experience collaborating effectively in a team	E	A / I / P

Skills, abilities and personal attributes	E = Essential D = Desirable	Identified By
Good IT skills and familiarity with Microsoft Office and collaborative working IT solutions (eg SharePoint, Teams)	E	I / P
Ability to analyse and interpret data, recognising patterns and trends and drawing out conclusions and actionable summaries	E	A / I / P
Good verbal and written communication skills with attention to detail and ability to communicate ideas effectively and to present work clearly	E	A / I / P
Ability to support the organisation of meetings, engagement and events – invites, slides, papers, meeting documentation	E	I / P
Ability to reflect on own performance and/or that of the team and identifying areas for improvement and development	D	A

Commitment and Behavioural Competencies	E = Essential D = Desirable	Identified By
Pro-active, a self-starter with the ability to work with minimum supervision, will need to be able to use own initiative and work to deadlines; strong time management skills are essential	E	A / I



Good interpersonal skills, including an ability to adapt appropriately to people at all levels and different environments	E	A / I

Key to Assessment Methods:

A - Application	I – Interview	P – Presentation
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