



## **ROLE DESCRIPTION**

<b>Job Title</b>	Graduate – Housing Retrofit
<b>Salary Band</b>	SCP 20 - 23
<b>Directorate</b>	Investment and Delivery
<b>Service Area and sub area</b>	Pipeline Development service area / Housing Partnerships sub area
<b>Team</b>	Housing Partnerships
<b>Political Restriction</b>	This role is not politically restricted

### **1. Primary Purpose of the Post**

This role will provide project support; coordinating project meetings, ensuring project documents are maintained and project objectives are met across housing low carbon retrofit projects.

The role will work in partnership with the six Local Authorities in the city region and key stakeholders and business partners. The role works 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 Housing Retrofit team in delivering 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 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.**



<b>3. General Corporate Responsibilities</b>
<p>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.</p> <p>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.</p>
<b>4. Recruitment Plan</b>
<p>Competency Based Interview Assessment</p>

## PERSON SPECIFICATION CRITERIA

**Job Title:** Graduate – Housing Retrofit

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Relevant Energy, Decarbonisation, Project Management or similar undergraduate degree or degree level apprenticeship	E	A
Other qualification or professional accreditation (preference given to those related to Energy / Decarbonisation / Housing / Retrofit e.g. NEA)	E	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 housing decarbonisation, energy, retrofit, project management or similar fields)	E	I
Experience collaborating effectively in a team	E	A / I
Skills and abilities	E = Essential D = Desirable	Identified By
Ability to support the organisation of meetings, engagement and events – invites, slides, papers, meeting documentation	E	A / I / AC
Good verbal and written communication skills with attention to detail and ability to communicate ideas effectively and to present work clearly	E	A / I / AC
Ability to analyse and interpret data, recognising patterns and trends and drawing out conclusions and actionable summaries	E	A / I / AC
Good IT skills and familiarity with Microsoft Office and collaborative working IT solutions (eg SharePoint, Teams)	E	A / I / AC
Personal Attributes	E = Essential D = Desirable	Identified By
Ability to reflect on own performance and/or that of the team and identifying areas for improvement and development	D	I / AC
Good interpersonal skills, including an ability to adapt appropriately to people at all levels and different environments	E	I / AC
Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Ability to work effectively and efficiently from home and in the office	E	I / AC



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	<b>E</b>	<b>I / AC</b>
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I – Interview	A - Application	AC – Assessment
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