

Job Title	Net Zero Projects Junior Officer
Salary Band	£22,969 – 25,928 (SCP 20 – 23)
Directorate / Service	Strategic Investment – Pipeline Team
Responsible To	Buildings Engineer
Responsible For	N/A
Political Restriction	This role is not politically restricted

1. Primary Purpose of the Post

This is an opportunity for a talented individual with a passion for action on the climate agenda to join a team of practitioners to grow their experience working on real projects.

To support the Public Buildings Decarbonisation Programme, the Investment and Delivery Team and other Combined Authority and Local Authority Departments to develop project proposals, seek funding and make the case for action to decision makers.

2. Key Role Specific Responsibilities

- To support the Net Zero Hub team to design and develop project proposals.
- To gather numeric and qualitative evidence to support recommendations.
- To help convene organisations and stakeholders.
- To provide project management support to colleagues delivering projects.
- To research Net Zero Policy and provide materials for briefings and presentations.
- To direct delivery of consultancy work to provide technical feasibility and business cases.
- To support NW regional theme programmes, working with regional leads.

3. General Corporate Responsibilities

- To feed into updates for the North West Hub Programme Board, national working groups, other Combined Authority & Local Authority Boards, government and partners of progress against public sector buildings targets.
- To support Policy & Strategy teams in the NW in promoting the work of the North West Net Zero Hub

- In line with the respective role to ensure 'joined up' policy and practice across areas of the region.
- To represent the North West Net Zero Hub and LCRCAs when working with partner organisations.
- To operate in a manner that places citizens first, adopts a can-do approach and focuses on communities and working locally.
- To work with public and other relevant bodies to support the North West Region's communities through policy and delivery that addresses local concerns.
- To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills so as to improve effectiveness and efficiency of service delivery.
- To ensure the Combined Authority's commitment to equal opportunities is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken.

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

SERVICE AREA: Strategic Delivery Directorate – Pipeline Team

JOB TITLE: Net Zero Projects Junior Officer

GRADE: 20-23

Note to Applicants: essential criteria are marked with “*”. All other criteria are desirable.

CRITERIA	KNOWLEDGE AND SKILLS	Methods of Assessment
Qualifications and Training	1. Relevant Energy, Environmental or other relevant Undergraduate degree or degree level apprenticeship with 2.1 Honours or above. Or be willing to undertake relevant training to support the role*	A
Experience	2. Previous paid or voluntary work experience in which you managed your own time and workload, demonstrated initiative and delivered results.* Preference will be given to those with an understanding or interest in net zero carbon field.	A, I
	3. Working effectively in a team *	A, I
	4. Working under pressure, meeting deadlines and showing resilience.*	A, I
Skills/Abilities	5. High personal motivation and willingness to go the extra mile for the team.*	A, I
	6. Ability to gather and synthesise information from a diverse range of sources and to generate clear reports and actionable summaries.	A, I, P
	7. Ability to identify emerging issues, risks and trends which impact achieving net zero carbon in the UK.	I, P
		A, I, P

CRITERIA	KNOWLEDGE AND SKILLS	Methods of Assessment
	<p>8. Ability to think creatively and propose well-judged ideas for changes and improvement.</p> <p>9. Ability to communicate ideas effectively and to present work clearly.*</p> <p>10. Ability to work with diverse internal and external stakeholders and to flex your approach to optimise project delivery.</p> <p>11. Ability to understand how your work contributes to the wider impact on local people, the city region and its economy.*</p> <p>12. Ability to reflect on own performance and/or that of the team and identifying areas for improvement and development. *</p> <p>13. Ability to analyse and interpret data, recognising patterns and trends and drawing out conclusions.</p> <p>14. Ability to work with numbers, develop investment skills and understand carbon pricing.</p>	<p>A, P</p> <p>A, I</p> <p>I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
Commitment	<p>15. A personal commitment to the Vision and Aims of Liverpool City Region Combined Authority.</p> <p>16. Commitment to equal opportunities.*</p>	<p>I</p> <p>A, I</p>