



## Job Description

<b>Role Title</b>	<b>Senior Project Manager</b>
<b>Job Family &amp; Category</b>	<b>Programme/Project Management – Senior project manager</b>
<b>Team</b>	Renewables, transport and decarbonisation
<b>Line Manager</b>	Head of Programme Delivery – renewables, transport and decarbonisation
<b>New/ Existing Role</b>	New role
<b>Perm/ Fixed Term</b>	Permanent
<b>Resource and Management Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ <b>Budget/ Equipment Responsibilities</b> – No internal budget management but fully responsible for project budgets and associated management in line with established processes.</li> <li>▪ <b>People Responsibilities</b> – dotted line to 3 people (matrix management)</li> <li>▪ <b>Contractor Responsibilities</b> – Yes</li> </ul>
<b>Job purpose</b>	<p>This will be involve managing a range of renewable energy and decarbonisation projects in Wales depending on business need. Currently, this will involve the following two projects but could include any new projects in Wales:</p> <ul style="list-style-type: none"> <li>• <b>Welsh Hwb (c.60%):</b> Lead the day-to-day delivery of our Welsh Hwb contract. The Zero Carbon Hwb (Knowledge Hwb) is a dedicated online platform specifically designed to support the decarbonisation of the housing sector in Wales. It serves as a central repository for knowledge, best practices, and resources to help various stakeholders involved in housing transition to net zero. Activity involves management of the website, running events, providing HA and other useful government data to the audience, networking and creating a community via LinkedIn, newsletters and presence at events. The role of the lead is to manage the delivery of the hwb including, but not limited to, liaising with the client (Clwyd Alyn) and Welsh Government, co-ordination of the consortium and management of workstreams and stakeholder engagement.</li> <li>• <b>Welsh Government Energy Service (c.40%):</b> You will be deputy contract lead of the Welsh Government Energy Service (WGES) under our contract programme manager. WGES is a crucial programme by the Welsh Government aimed at accelerating the transition to a low-carbon economy in Wales. Its primary focus is on supporting public sector bodies and community enterprises in reducing energy</li> </ul>

	<p>consumption, generating renewable energy, and cutting carbon emissions. You will deputise for the contract manager when appropriate, oversee grants schemes, and oversee the day to day operations of the Energy Saving Trust workstreams.</p>
<b>Key responsibilities</b>	<p>Managing key projects efficiently and effectively while contributing to the department's business development activities and organisation's corporate development activities.</p> <ol style="list-style-type: none"> <li><b>1. Strategy development</b> <ul style="list-style-type: none"> <li>▪ Deliver against the current Welsh Hwb strategy and refresh the strategy to achieve value for money when necessary, as part of an adaptive management approach.</li> <li>▪ Facilitate the 'post-contract' strategy for the Hwb, which could include establishing the Hwb as a separate legal entity that requires alternative and/or diversified sources of funding.</li> <li>▪ Support the WGES programme manager in strategy development and refresh on WGES.</li> </ul> </li> <li><b>2. Project management</b> <ul style="list-style-type: none"> <li>▪ Ensure projects are managed effectively – to time, budget, and quality. Produce and own reporting around key performance indicators for projects (risk, milestones, contractors, budgets)</li> <li>▪ Develop and own the project plan including a robust risk management plan.</li> <li>▪ Resolve any project issues or escalate if necessary</li> <li>▪ Work with project team to identify resource, assign responsibilities and manage day-to-day operational aspects of the project.</li> </ul> </li> <li><b>3. Stakeholder Management – effectively manage and coordinate project stakeholders</b> <ul style="list-style-type: none"> <li>▪ Manage relationships of a complex stakeholder environment, including a steering group of multiple government departments, our direct client and ultimate client and funder, and ecosystem of local authorities and housing associations. Influence them towards value for money activities, workstreams and outcomes.</li> <li>▪ Oversee and deliver liaison with the client regarding delivery of projects / work and scheme promotional requirements, proactively propose solutions to challenges and provide expert sector insight as appropriate.</li> <li>▪ Ensure that internal delivery resource is fully allocated to projects,</li> </ul> </li> </ol>

	<p>including promotional and marketing activities.</p> <ul style="list-style-type: none"> <li>▪ Effectively management contractor task planning, delivery and payment.</li> </ul> <p><b>4. Financial management of the project budgets and forecasts</b></p> <ul style="list-style-type: none"> <li>▪ Ensure that EST's financial processes are followed and updated, including budget and resource forecasting and reporting.</li> <li>▪ Provide head of department with regular, detailed updates on income and spend for their approval.</li> <li>▪ Deliver project financial reporting to funder as is necessary including forecast of grant milestones and support with overall budget revisions.</li> </ul> <p><b>5. Communications management and delivery</b></p> <ul style="list-style-type: none"> <li>▪ Work with our digital team to oversee the management of the website.</li> <li>▪ Work with our events team to design and deliver events.</li> <li>▪ Support the content creation for social media output and newsletters.</li> <li>▪ Oversee communication related to your projects through internal channels as required.</li> </ul> <p><b>6. Understanding and engagement with sector issues</b></p> <ul style="list-style-type: none"> <li>▪ You will be expected to understand or at least develop an understanding of issues of the sector and faced by our key stakeholders.</li> <li>▪ You will be expected to deputise for the WGES programme manager at times and demonstrate an understanding and take decisions on all aspects of the programme, including on technical issues after consulting with our subject matter experts.</li> </ul> <p><b>Impact description</b></p> <p><b>Within one month, you will:</b></p> <ul style="list-style-type: none"> <li>▪ Have developed an understanding of the operational systems to deliver excellent service to the client and our customers.</li> <li>▪ Have agreed your role on Welsh Government Energy Service with the WGES programme manager.</li> <li>▪ Have designed the process by which the future strategy of the Welsh Hwb will be agreed with the department head and the EST senior leadership team.</li> </ul>
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	<p><b>Within three months, you will:</b></p> <ul style="list-style-type: none"> <li>▪ Have identified operational improvements to drive further operational excellence of your projects.</li> <li>▪ Have developed an options paper and recommendation paper for the future strategy of the Welsh Hwb.</li> <li>▪ Have delivered value in your role as deputy lead of WGES and built strong relationships with our consortium partner and Welsh Government.</li> </ul> <p><b>Within six months, you will:</b></p> <ul style="list-style-type: none"> <li>▪ Have implemented operational improvements on your projects with clear positive results reported.</li> <li>▪ Have agreed the post-contract Welsh Hwb strategy with client and other relevant stakeholders.</li> <li>▪ Have identified with the department head specific responsibilities with regards to business and corporate development.</li> </ul>
<b>Knowledge, skills and qualifications required</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Proven project management skills and the ability to manage several projects concurrently.</li> <li>• Demonstrable experience of using project management methodologies</li> <li>• Experience in strategic planning.</li> <li>• Proven stakeholder engagement skills in a complex stakeholder environment.</li> <li>• Ability to drive continuous improvement in strategy and operational delivery.</li> <li>• Experience of managing communications workstreams, including event and website management.</li> <li>• Ability to operate under ambiguity and influence often competing stakeholders to define and deliver a clear strategic plan.</li> <li>• Experience of leading teams to deliver project objectives</li> <li>• You will need to be based in Wales given both existing projects are funded by Welsh Government.</li> <li>• A willingness to learn about, engage with and support our efforts to become a more diverse, inclusive and equitable organisation.</li> </ul> <p><b>Desirable:</b></p>

	<ul style="list-style-type: none"><li>• Experience of grants management.</li><li>• Knowledge of renewable energy and/or decarbonisation sector.</li><li>• Knowledge of central and local government in Wales.</li><li>• Experience of working with delivery partners in a consortium or other partnership arrangement.</li><li>• Formal project/programme management qualification</li><li>• Experience with, or willingness to learn, ClickUp project management software</li></ul>
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