

Role Profile

Job Title:	Programme Manager – Local Area Energy Planning and Heat Networks (Maternity Leave cover, 12 month fixed Term)
Location:	Colindale
Department:	Estates and Decarbonisation
Directorate:	Growth
Grade:	Grade L
Type of Working:	Hybrid
Reports to:	Assistant Director – Estates and Decarbonisation

1. Job Purpose:

The role supports the council's net zero ambition and leads on some key borough wide decarbonisation projects for Barnet including Local Area Energy planning (LAEP) and the development of heat networks.

Responsibilities include working with stakeholders to identify & develop project requirements, helping to shape and manage commissions, and managing the relationships with suppliers and partners to ensure these needs can be met. Key to this role will be the ability to work collaboratively with a diverse range of stakeholders from both within and outside the Council to achieve effective integrated and best value outcomes for residents of Barnet.

Specific responsibilities include:

- Acting as the lead for Barnet in the commissioning and managing of the development of the multi-borough Local Area Energy Plan (LAEP). Subsequently, implementing the plan and associated projects
- Identifying and defining feasibility briefs for heat networks, within Barnet
- Working with the GLA, West London Alliance and other London boroughs on sub-regional projects
- Drafting and submitting funding bids for feasibility studies and DPDs
- Commissioning and managing enabling projects, and managing relationships between LBB internal and external stakeholders including partners
- Working across the council between senior officers, Boards, Members and committees.
- Ensuring projects are managed and delivered successfully, adhering to LBB governance and management policies
- Identifying, commissioning and managing external consultancies, to provide assurance that LBB obtains VFM
- Advising on commercial and contractual arrangements, and working with legal, governance, finance and procurement colleagues to draft related agreements for officer / member / cabinet approval.
- Coordination of minor pilot projects / initiatives across LBB, Barnet Homes and partnerships
- Management of all relevant project programmes, budgets, risks and issues

2. Key accountabilities:

- Work closely with multiple stakeholders, to develop the multi-borough LAEP, including but not exclusively:
 - The 4 other West London Boroughs involved in the LAEP
 - Consultants Local Planning Authority
 - UKPN Net Zero team
 - GLA Infrastructure team
 - Regeneration and housing development partners
 - Public and private sector partners, such as:
 - Barnet and Southgate College
 - Middlesex University
 - Saracens Rugby
 - RAF Museum
- Effectively utilise all available on-line planning tools, such as:
 - UKPNs, on-line CLEO tool
 - GLA's heat map
 - West London Local Energy Asset Representation (LEAR) tool
 - GLAs new LAEP DataHub.
- Support the development of heat networks in the borough. Including delivering feasibility studies and businesses cases for potential heat networks. Negotiate, draft and agree commercial agreements with heat network consultants, developers and Energy Supply Companies, for the development of multiple heat networks in the borough. Working with other council services to implement changes in the emerging heat network policy, heat network zoning regulations and new legislation.

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- Act as client-side officer for Council projects, delivered through a contractual arrangement with a strategic partners.
- Establish and manage a dedicated boards as required, accountable to the Assistant Director – Estates and Decarbonisation, as Sponsor / SRO.
- Responsible from concept through to project close, including benefits realisation.
- Responsible for governance and management of programme budgets.
- Ensure that consultants and contractors define and adhere to the relevant management and governance policies, as outlined in the contract.
- Ensure correct documentation and the sharing of corresponding practices with departments and providers are in place.
- When necessary, liaise and present to elected members, informally and formally at cabinet and committee meetings.
- Agree budgets and manage those budgets, including forecasting, reporting and authorising expenditure, in line with council procedures.
- Identify, commission, and manage external consultancy and legal advice, as necessary.
- Develop and maintain LAEP and heat network best practice and corporate knowledge to ensure the Authority is as well informed as possible as new schemes are conceived.
- Collaborate with strategic partners, to ensure effective project risk analysis at all stages throughout the development of plans and decarbonisation schemes.
- Act as lead officer for internal and external audits on relevant programmes and projects.
- Work across all the units in the council, including Senior Officers and Members, external partners and any relevant partnership or enabling boards to ensure all aspects of local area energy planning and heat networks are managed and delivered successfully.
- Adapt approach, where appropriate to deliver the best possible outcomes.
- Managing 1 member of staff (Project Manager Local Area Energy Planning and Heat Networks who is currently on secondment to the GLA) along with matrix managing consultants and any potential future employees / consultants involved in the projects.

3. Financial Responsibilities:

TBC but likely to be Budget Manager for c£100k pa of revenue and enabling private sector investment in projects of c£60m capital, over the next 5 years.

4. Health and Safety Responsibilities:

As a manager of the London Borough of Barnet, you are required to:

- Abide by of Barnet's health and safety policy, associated arrangements for managing, and implement the manager's responsibilities set out therein.
- Complete mandatory health and safety training
- Ensure risk assessments are in place for all task/activities where there are significant hazards, including stressors that could have an adverse effect on staff wellbeing. Identify and implement controls. Ensure staff are aware of the risk assessment findings and trained in the use of controls measures.
- Monitor health and safety compliance arrangements and take action where there are concerns
- Include health and safety in regular management team meetings
- Lead by example, monitor and enforce health and safety compliance of staff

5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

6. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Degree or degree level equivalent	Essential	Application
Member of the Institute of Incorporated Engineers, or similar	Desirable	Application
Member of the Chartered Management Institute	Desirable	Application
Experience & Knowledge		
Experience and working understanding of heat networks and local area energy planning	Desirable	Interview
Experience in complex commercial negotiation and agreements	Desirable	Interview
Experience in construction management	Desirable	Application/Interview
Skill & Ability		
Excellent strategic thinking and planning	Essential	Application/Interview
Commercial negotiations	Desirable	Application/Interview
Interpretation of legal and commercial documentation	Essential	Application/Interview
Excellent written and verbal communication skills	Essential	Application/Interview
Excellent programme and project management skills	Essential	Interview

Excellent stakeholder identification and management skills	Essential	Interview
Refined attention to detail, conscientiousness and diligence	Essential	
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential/	Application/Interview
Agile- I am fully empowered to act within the scope of my role	Essential	Application/Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential	Application/Interview
Inclusive		
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Application/Interview