

# Job description



South  
Cambridgeshire  
District Council

<b>Department:</b> Commercial Development and Investment	<b>Location:</b> Cambourne
<b>Job title:</b> Green Energy Investment Manager	<b>Post number:</b>
<b>Grade:</b> 7	<b>SCP range:</b> 35-40
<b>Responsible to:</b> Head of Commercial Development and Investment	<b>Responsible for:</b> Project Officer (Grade 6) – when working on green energy investments Graduate Surveyor (Grade 6) - when working on green energy investments
<b>Health Considerations/ Risk/ Surveillance Required:</b> Site visits wearing PPE; Some exposure to hazards and risks on building sites; Exposure to a wide range of behaviours when developing new initiatives in areas where public opinion may be divided as to the benefits for the needs of the local community	

## Description of duties and responsibilities

- To lead a diverse portfolio of green investment opportunities for the Council in line with the Council's Investment Strategy and Zero Carbon Strategy;
- responsible for working across the Council to deliver investment projects with environmental, social and financial benefit.
- Procuring and managing technical consultants to develop robust business cases for investment in energy-related projects as well as managing delivery of the green energy programme.

## Key result areas / overview

- Delivery of the Council's Investment Strategy to generate 25% of the income required to support Net Service Expenditure by 2024.

- Delivery of the Council's Zero Carbon Action Plan



## Dimensions of Job

- Develop a pipeline of green investment opportunities, directing services of consultants, stakeholder engagement with potential partners, partnership working, technical competence to understand project design and business case development.
- Delivery of significant £1m+ projects within green investment programme, including procurement, direct Project Management, Contract Management of the council's Energy Services provider, managing risk, budgets and project development/progression/completion.
- Monitoring green investment programme to ensure benefits realisation / optimisation including financial return. Ensuring strong interface with other projects to identify and realise added value through opportunities for connecting projects across the Council, for example, within Housing, Recycling and Waste, and Sustainable Communities.
- Engaging and advising key Members including Climate and Environment Advisory Committee, Investment Governing Board and Cabinet as well as reporting to Investment Selection Team, Leadership Team, Cluster Board and Transformation Board.
- Manage own work programme and that of others, effective people manager to manage a high-performance team delivering a significant programme of projects delivering financial and environmental benefit. (proposed)

## Key contacts / communication links

### Internal

- Managing Green Energy and Zero Carbon projects for the CDI team, Investment Selection Team and Investment Governing Board
- Partnership working internally with finance, legal, planning, corporate services waste and environment and housing services

- Co-ordinating and managing any number of contractors / consultants at remote locations and occasionally within Council premises



South  
Cambridgeshire  
District Council

## External

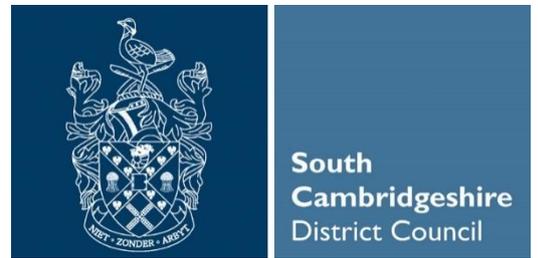
- Management of external contractors / consultants
- Able to communicate effectively with a wide range of audiences, including other authorities, government departments, landowners, developers, employers, financial institutions and the general public



## Key responsibilities / specific duties

- Financial appraisals of green energy and zero carbon investment opportunities in line with the Council's Investment Strategy and zero carbon action plan
- Analyse information in order to identify and progress opportunities for green energy investment, identifying benefits including income generation and green energy.
- Working within and across all service areas in order to identify opportunities for green energy investment, and to develop to Business Plan stage and beyond.
- Coaching-style management to support 'junior' team members. Supporting professional development for individuals and therefore overall team development. (proposed line management responsibility)
- Report and business case writing for a range of officer and Members groups and committees, including (Leadership Team, CEMT, Scrutiny and Overview, Cabinet, Council and various other advisory and task and finish groups).
- Contract Managing the council's Energy Services provider through the new Cambs Energy Services Framework.
- Management – coordination/management of Project Managers on other energy projects through these frameworks, e.g. footway lighting refurbishment

## General to all job descriptions



To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.

To comply with / ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.

South Cambridgeshire District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

The responsibilities outlined above cannot totally encompass or define all tasks that may be required of the post-holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

Job Description Last Reviewed: 27th July 2020