# Role profile

* **Job title**: Project Manager Level 3 (Low Carbon)
* **Grade:** Grade 9 (£46,464 – £50,512)
* **Business area:** Environment
* **Reporting line:** Programme Manager (Low Carbon)/ Decarbonisation Lead
* **Team:** Low Carbon Team

## Job Purpose

Greater Manchester Combined Authority’s Environment Directorate reinforces the regions drive to improve the lives of our residents, businesses and create real carbon reduction impact.

Take the next step in your career with an organisation that empowers and inspires you to deliver your best work, so you can grow, develop, and succeed, as an individual and with the region.

**Your Impact:**

As Project Manager you will provide support to the regions districts to accelerate delivery of their strategic objectives in line with the UK’s and Greater Manchester carbon neutral agenda and the Greater Manchester Five Year Environment Plan.

Meeting the regions carbon neutrality targets presents the exciting opportunity to demonstrate real change, through project development and delivery across smart energy generation and storage, heat decarbonisation and energy efficiency.

GM’s Low Carbon Programme has been designed to be purposefully iterative in its development and commissioning, we will pioneer new support schemes, business models and value propositions that can be replicated for accelerated delivery, putting GM in a unique position to shape our low carbon transition.

**About the opportunity:**

GMCA are looking for a highly motivated Project Manager to join the Low Carbon Team, to provide direct embedded project management support to one district and wider support to the ten GM districts. Our districts require support to design, develop and deliver a pipeline of low carbon projects across energy efficiency, heat decarbonisation, and smart energy/power generation projects.

The role will require a strong understanding of the energy sector, built environment, and climate agenda to support the development and delivery of an accelerated low carbon delivery programme, providing technical and commercial advice and guidance. This role will support our districts with identifying and shaping projects, leading to the preparation of robust business cases for investment or grant funding applications and then support with delivering the projects.

The successful candidate will join a diverse team to deliver accelerated low carbon project delivery to meet the challenge of meeting carbon neutrality by 2038. In joining the team, you will require a strong background in low carbon to support the development and implementation of our service offering.

You will be responsible for supporting the development of the regions low carbon programme, managing, and delivering projects and workstreams, providing advice and innovative approaches relating to climate change issues & decarbonisation, liaising with clients, and contributing to business development.

For this role it is vital that you are able to effectively project manage multiple schemes of work in parallel. You must be able to think strategically, anticipating and resolving problems before they arise and be used to making decisions autonomously, on difficult issues, working to tight and often challenging timescales. You will be able to prioritise your own work and direct the activities of others.

The successful individual should be able to demonstrate knowledge and skills in the following areas: Project management, stakeholder management, bid development, business case development, and procurement.

The Project Manager should be confident at providing clear written and verbal guidance to partners and able to make decisions autonomously, on difficult issues, whilst working to tight and often changing timescales. You will be able to prioritise your own work and direct the activities of others.

## Key working relationships

* Head of Low Carbon
* Programme and Policy Lead (Energy)
* Programme Manager (Low Carbon)
* District Decarbonisation Lead
* Internal and external customer groups and strategic partners, e.g., government departments.
* Senior Managers from across GM’s public sector.
* Senior Managers within GMCA.
* Local Authorities, key public sector bodies.
* Commissioned delivery partners and consultancy service providers

## Key Responsibilities

* With a good understanding of the GM Five Year Environment Plans, the Local Area Energy Plans, the Go Neutral Framework, and local climate plans, you will take a whole system approach to translating strategic and low carbon priorities into a range of externally delivered projects.
* Lead multiple workstreams under the direction of the Programme Development Manager/District stakeholders.
* Develop and manage the successful delivery of projects and initiatives to the agreed scope and on time, to budget and of the right quality, ensuring that key outcomes and benefits are realised, using the GMCA’s standard project management methodology where appropriate.
* Research, interpret and effectively communicate information on pipeline opportunities/ funding options/ delivery models to help provide the evidence base for effective project delivery.
* Lead on the development of effective tender specifications that deliver high quality outputs for the GM district councils and work with procurement through the tendering process.
* Support procurement with the logistic requirements of a tendering exercise, such as market engagement, evaluation, and contract awards.
* Highlight exceptions and risks, ensuring mitigation actions can be taken to keep projects on track.
* Produce documentation to strict timeframes and to a high standard and report to stakeholders/ funders on milestones, by collating information from delivery partners.
* Identify opportunities to collaborate across internal teams and partner organisations and to drive implementation on defined strategic priorities.
* Develop and maintain effective relationships with senior officers and produce high quality, timely reports and briefings, pulling together complex information from numerous sources.
* Develop and facilitate effective relevant forums and networks involving all stakeholders, ensuring clear and effective channels of communication
* Use persuasion and negotiation skills to engage key stakeholders and overcome resistance to driving forward action from staff at all levels of the organisation.
* Communicate, in the most appropriate manner, technical and non-technical information, and sensitive issues to internal and external stakeholders, and suppliers.
* Motivate and engage team members, leading by example.
* Ensure effective communication of project plans and drive stakeholders to benefits agreement.
* Develop best practice methodologies and approaches for the proposed change, resolving complex problems and dealing with unanticipated issues
* Communicate sensitive information about project delivery to the Programme Delivery Executive and other key stakeholders as required. Provide advice to a variety of stakeholders with regards to implementing new practice and report on the progress and effectiveness of the project.
* Provide regular progress reports to the Head of Low Carbon Programme and Policy Lead and Programme Development Manager and ensure risks and issues are escalated in a timely manner.

## General

**GMCA expects candidates to:**

1. Always hold yourself and others to a high standard of professionalism, demonstrating your commitment to our values and behaviours as well as ensuring service confidentiality is maintained throughout all we do.
2. Work with other teams internally and externally collaboration is maximised and supporting on activity where appropriate.
3. Ensure the services delivered internally and externally are inclusive and accessible.
4. Align work area to the Sustainability Strategy and ensure work practices are inclusive of this value & strategic intent.

**NB: This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.**

## Knowledge, Skills, and Experience

### **Knowledge**

* Educated to at least degree level, or demonstration of significant experience and a relevant qualification to the duties of the post (preferably including PRINCE2 qualification or similar).
* Knowledge of and experience in managing multiple, complex projects and/or a diverse workload, including working with numerous partners and achieving objectives to time and quality.
* Extensive expertise of developing and delivering projects (covering all project stages), within a structured methodology, to challenging timelines, balancing conflicting project priorities to ensure the delivery of successful outcomes.

### **Skills**

* Excellent relationship management and consulting skills with demonstrated ability to develop effective strategic relationships with key stakeholders and colleagues.
* Excellent writing skills and ability to translate complex messaging for differing audiences, both on and offline.
* Well-developed negotiating and influencing skills, and the ability to negotiate at senior levels with a proven track record of using influencing, negotiation and coach skills at these levels.
* Strong analytical skills with the ability to quickly establish and address key issues.
* Effective oral and written communication skills with a confident presentational style.
* Self-motivation and ability to deal with a demanding workload and deliver consistently to deadlines.
* Evidence of thinking cross-functionally and cross-organisationally, beyond one’s own professional areas of specialism is important as is the ability to conceptualise new, collaborative ways of achieving shared goals.

**Experience**

* Experience of supporting development of and implementing complex or large-scale strategies, practices, and interventions within a political environment.
* Experience of working with a range of internal and external stakeholders to work collaboratively, manage and implement change, working flexibly and developing innovative approaches.
* Proven ability to influence and develop joint objectives with senior stakeholders and decision makers to collaboratively achieve GMCA and the District Council’s objectives through partnership working.
* Experience of working with grant funding.
* Experience of evaluating options, assessing risk, and determining appropriate actions
* Experience of effective project leadership and management, working effectively in cooperation and partnership with a wide range of key stakeholders and partners.
* Knowledge of procurement and contracting practice.
* Knowledge and awareness of the current low carbon priorities, opportunities and issues facing local government and the wider public sector.

## Corporate Duties

*Do not behave in way which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.*

*Safeguard at all times confidentiality of information relating to staff and pensioners. Refrain from smoking in any areas of Service premises.*

*Behave in a manner that ensures the security of property and resources. Abide by all relevant Service Policies and Procedures.*

***Records Management / Data Protection*** *- As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.*

***Confidentiality and Information Security*** *- As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.*

***Data Quality*** *- All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols. To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.*

***Health and Safety*** *- All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service’s undertakings.*

***Service Policies*** *- All GMCA employees must observe and adhere to the provisions outlined in these policies.*

***Equal Opportunities*** *- GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background.*