



Coventry City Council

Job Description

Job Title:	Energy Project Manager (ERDF)	Job Number:	A5583
Directorate:	Place	Post Number:	
Service:	Facilities Management	Grade:	8
Location:	Friargate		

Job Purpose:



The Council has been successful in securing ERDF grant funding to deliver a large number of roof-top Solar photovoltaic systems to assist in the Council's transition to a low-carbon future as part of its wider Climate Change agenda. The delivery of this project will make a significant contribution to the amount of locally deployed renewable energy within Coventry.

The Energy Project Officer will support the Council's Facilities Management department in managing the day-to-day delivery of this project and the associated requirements of ERDF supported projects. The role holder will be responsible for managing the procured delivery contractor, ensuring that project programme keeps within the proposed schedule and that all ERDF funding conditions are adhered to, grant claims, reports and submissions are submitted on time.

Main Duties and Responsibilities:

- To manage the delivery of the ERDF funded Solar PV Self-Supply project across the Coventry City Council Estate.
- To be the main point of contact for the project, responsible for enabling effective delivery between all stakeholders in the project including appointed Contractors, Facilities Management, Procurement and Finance Departments, the ERDF Contracting Authority and Site Users.
- To ensure that the proposed final Solar PV schemes meet the expected outcomes of the ERDF grant funding and that are a technical fit to the council's wider strategic objectives.
- To propose modifications and/or additions to the project scope that can lead to exceeding the projected outcomes from the use of the available funding.
- To ensure that all activities within the project meet the requirements of the ERDF grant terms and conditions.
- To be responsible for the collection of relevant information and undertake the administrative and organisational tasks essential to the successful delivery and claiming of the awarded ERDF grant.

- To support the potential integration of this ERDF funded project into wider regional innovation projects on energy infrastructure that are being undertaken in the West Midlands.
- Pro-actively develop further opportunities for additional energy efficiency project proposals that can complement the existing project towards the Council's longer-term objectives.
- Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: N/A

Responsible to: SHEQ Manager

Date Reviewed: May 2020

Updated:



Coventry City Council

Person Specification

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Service:	Facilities Management	Grade:	8
Location:	Friargate		

Area	Description
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Knowledge:	• Good technical knowledge of Solar PV design and delivery (in particular small-scale decentralised systems) and associated low carbon technologies
	• Knowledge of public sector procurement and project management processes
	• Knowledge of local authority structures and processes
	• Knowledge of ERDF supported project requirements

Skills and Abilities:	• Ability to plan and communicate effectively both orally and in writing with a wide variety of stakeholders
	• Ability to develop strong working relationships across the Council and with external stakeholders
	• Ability to work on own initiative, effectively prioritise and meet deadlines when faced with conflicting priorities
	• Ability to track and report on complex project progress both financially and operationally
	• Ability to evaluate the performance of installed equipment against projected performance and validate contracted deliverables
	• Ability to present project proposals to a wide range of stakeholders
	• Ability to use standard Microsoft office computer software efficiently

Experience:	• Experience of managing energy projects (preferably within a built environment)
	• Experience of leading ERDF funded projects and the associated submission requirements
	• Experience of specifying, designing or validating energy efficiency projects.

Educational:	• Degree or equivalent in energy, engineering or science
	• Prince2 project management qualifications or similar

Special Requirements:	
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Date Reviewed: May 2020
Updated: May 2020