

# Job Profile

Position Details	
Post	Energy Infrastructure Manager
Service Area	Housing and Growth, Carbon Management Service
Reports to	Head of Carbon Management
Grade	PO8 (plus expertise increments to take it up to £58,524.00) - TBC
Job Family	To be completed by HR

Role Purpose
<p>To be responsible for the design, delivery, and management of the council's Low Carbon Energy Infrastructure programme and projects (multimillion pound projects) either directly or through business commissioning models. Currently focused on Decentralised Energy Networks and Solar PV Panel installations, but this may increase as new business cases are delivered.</p> <p>To be responsible for the delivery models and business cases that will ensure that the Councils Decentralised Energy Network programme and low carbon infrastructure can be delivered and grow. Starting at inception through to procurement and construction. Ensuring commercial and governance arrangements are met in line with the borough priorities and address technical, commercial and legal issues. Ensuring legal compliance for multimillion pound contracts.</p> <p>To be the Councils expert on the boroughs Decentralised Energy Networks and other energy generation projects that achieve the corporate and borough objectives. Providing sound advice and support to stakeholders, service areas, members and national government.</p> <p>To work closely with developers, landowners, Homes for Haringey, and the planning service to ensure that community heating networks deliver best practise and strategic benefit.</p> <p>To grow and manage relationships with external stakeholders on Low Carbon Infrastructure such as the Government, GLA, Utility Companies, London Boroughs, and the private sector. Securing funding and shared delivery.</p> <p>To manage delivery teams, staff, and consultants as required to ensure that carbon reduction projects are delivered.</p>

Main Responsibilities
<p>To be responsible for the delivery of the boroughs Decentralised Energy schemes. Securing agreement from stakeholders, technical and ensuring budgets and business models are delivered.</p> <p>To overcome issues and obstacles around project delivery to secure low carbon energy supply to the borough. Identifying solutions to financial/technical/organisational barriers to the development of energy schemes. And to make recommendations to senior decision makers to enable effective decision making by the council leaders.</p> <p>To manage the associated budgets and deliver financial planning ensuring that business cases are delivered, sound and understood by all parties.</p> <p>To maintain a comprehensive and coordinated project plan, covering design, procurement,</p>

<p>planning, risk, construction, stakeholder relationships, communications and a decision making timetable.</p> <p>To lead and manage a multidisciplinary professional project team. And chair a range of meetings – technical and non-specialist – including the Project Board, project sub-groups and site meetings.</p> <p>To manage the communications of the projects including provide and attend briefings to Director, Chief Executive and Cabinet Members as required.</p> <p>To deputise for the Head of service as required.</p>
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Generic Responsibilities
<ol style="list-style-type: none"> <li>1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.</li> <li>2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.</li> <li>3. Knowledge and experience of using IT.</li> <li>4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.</li> </ol>

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<b>Qualifications</b> A professional qualification in a relevant engineering or environmental field, or at least five years' experience in a similar role.	Essential
A professional qualification in project management.	Desirable
<b>Knowledge &amp; Skills</b> Ability to develop business cases and ability to promote them to ensure senior officers.	Essential
Excellent project coordination skills and the ability to manage a number of professional disciplines, agencies and overlapping delivery deadlines.	Essential
Knowledge of the issues and benefits of the variety of Energy Services Companies and special purpose delivery vehicles relevant to local authority combined heat and power (CHP) schemes	Essential
Ability to produce innovative solutions to complex issues spanning multiple technologies, organisations and services.	Essential
Ability to research and draft reports, letters and publicity material, and to present written material to groups, other bodies and committees.	Essential
Strong financial management with an ability of delivering multimillion pound projects on budget. Proven ability to operate tight financial management within a programme from a number of sources including budget preparation, change processes and commitment control	Essential
Proven ability to maximise funding and deliver value for money throughout projects.	Essential

Excellent communication skills and the proven ability to form and manage effective stakeholder relations and expectations.	Essential
<b>Experience</b> Experience of delivering large scale infrastructure project involving a range of public and private stakeholders.	Essential
Proven track record of successfully delivering carbon reduction and energy generation schemes in an urban environment.	Essential
Proven experience of developing business cases for investment and new business opportunities.	Desirable
Expert knowledge of energy and carbon reduction infrastructure, processes and energy markets.	Essential
Experience of working with Regeneration and Planning Services to ensure that the development industry deliver their requirements to deliver community heating.	Essential
Proven ability to recruit, lead and manage a multi-disciplinary professional project team and manage a project board.	Desirable
Proven experience in procurement planning and contract management.	Desirable
Experience of applying for European or other funding schemes relating to sustainable energy in the built environment.	

Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <ol style="list-style-type: none"> <li>1. Head of Service – Carbon Management</li> <li>2. Assistant Director for Regeneration</li> <li>3. Assistant Director for Planning</li> <li>4. Development Planning Teams</li> <li>5. Directors and teams in Homes for Haringey</li> <li>6. Developers in the borough</li> <li>7. Regional and national Government</li> </ol>

Organisational Structure
<pre> graph LR     H[Head of Carbon Management] --- V[ ]     V --- EIM[Energy Infrastructure Manager]     V --- CEM[Corporate Energy Manager]     V --- FPO[Fuel Poverty Officer]     V --- HRO[Housing Retrofitting Officer]     CEM --- ET[Energy Team]   </pre>

## Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
	X			
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				Yes

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	✓	95	Use of a computer.	✓	95
Audio typing.			Crisis or conflict situations.		
Walking more than a mile.	✓	5	Manual handling.		
Working alone or in isolation.			Working in confined spaces.		
Driving a car, van or minibus.			Preparing or serving food.		
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.			Working in awkward positions, e.g. stooping, bending, reaching.		
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.			Operating heavy or hazardous machinery including forklifts, diggers or cranes.		
Regular and repetitive movements.	✓	95	Working shifts / unsocial hours, nights.		
Outdoor work involving uneven surfaces.			Standing or sitting for prolonged periods.		

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.			Working at heights / on ladders, roof work.		
Teaching, or responsibility for, children.			Outdoor work involving extremes of temperature.		
Electrical hazards.			Control and restraint.		

**Resources** – identify & list personal and identifiable accountability for physical and financial resources including those of clients:

**Cash/Financial Resources** - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:

The post holder is responsible for budget management of grants and capital funding streams. This funding will ensure that all stages of project delivery are delivered and best value is secured for the Council.

Funding will be secured through the creation of bids from organizations that deliver the Council's aims.

The Energy infrastructure programme has identified a budget requirement (and therefore the post holder will take responsibility for) a total requirement of nearly £50m. The post holder would be responsible for reporting on these budgets to ensure delivery and best value is secured.

**Plant/Equipment** - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:

- Laptop
- Mobile Phone
- Publicity materials and equipment
- Energy Generation plant in and on buildings across the borough (Solar PV, CHP, Boilers etc)

**Stocks/Materials** - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:

Publicity materials that may be produced will need to be managed by the post holder.

**Data Systems** - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:

Commercial business models and the energy data sets behind this model

**Buildings** - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:

The post holder will be expected to give advice and guidance on the operation of buildings heating systems when they are connected to the Decentralised Heating Systems.

The post holder will be responsible to ensure that all operational and legislative checks are undertaken in line with best practise. Ensuring that operational and health and safety requirements are met. This will also include disseminating this information to relevant stakeholders.