



## Heat Networks Project Officer

<b>Reports to:</b>	Heat Network Strategy Manager		
<b>Department:</b>	Neighbourhoods & Regeneration	<b>Grade:</b>	P04
<b>DBS Status:</b>	Basic	<b>Politically restricted:</b>	Yes
<p><b>Job Purpose:</b></p> <p>Overall responsibility for the delivery of the South Kilburn District Heat Network. Responsible for coordinating the delivery to time and budget; maintaining funding streams, senior level governance arrangements and complex inter-dependent project plans.</p> <p>Supporting the Heat Network Strategy Manager with various heat network related workstreams.</p>			
<p><b>Values</b></p> <p>Collaborate proactively.  Lead inclusively.  Embrace change.  Be bold and curious.  Celebrate and share our success.</p>			
<p><b>Job specific roles and responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Responsible for managing the South Kilburn District Heat Network (SKDHN) project, to supply up to 3,000 homes, ensuring the scheme remains financially viable and provides affordable heat to end users.</li> <li>2. Responsible for managing allocated project budgets and resources and ensuring that the Council's financial management and reporting protocols are adhered to.</li> <li>3. Engage and collaborate with a wide range of internal and external stakeholders including heat off-takers, residents, senior managers, elected members, other council staff, South Kilburn Regeneration programme team, professional bodies, partner organisations and national and regional government departments and agencies.</li> <li>4. Lead on project communications including keeping residents and heat off-takers informed of project developments.</li> <li>5. Lead on procurement activities where the project may not be progressed using in-house resource; developing specifications and business rules which accurately reflect the key project deliverables.</li> <li>6. Ensure that any projects which may lead to a change in the way end users may access the service are thoroughly assessed against an impact on equalities, identifying groups which may be affected by change, and suggesting methods of mitigation.</li> <li>7. Assume the role of Quality Manager throughout the lifecycle of the project, ensuring KPIs and Council standards are met by external Contractors and Consultants, and lead on project reviews/lessons learnt processes throughout projects.</li> <li>8. Lead on compiling regular progress and governance reports and identifying and managing project risks/issues.</li> </ol>			

9. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.
10. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection and Health and Safety policies and procedures.
11. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
12. Undertake any other duties commensurate with the general level of responsibility of this post.

### **Essential Requirements (key skills & qualifications)**

#### **Knowledge and Qualifications**

- Extensive relevant project management experience – Prince 2 Practitioner level or equivalent.
- Knowledge of project management techniques, including governance, dependency management, risk management and financial management.
- Knowledge of district heating systems, including relevant legislation, regulations and standards.
- Understanding of complex financial partnership arrangements in local government and experience of managing complex budgets.
- Understanding of commercial sensitivities in dealing with front line service issues and the potential conflicts of interest that can arise.

#### **Experience**

Track record of managing projects in a similarly large and complex organisation including:

- Experience of successfully managing and delivering complex projects to time and to budget.
- Experience of managing contractors and consultants, and working closely with internal colleagues, industry service providers, residents and community groups, and key public sector agencies (including the GLA), with a view to successful delivery of projects.
- Experience of UK and local government procurement processes and the use of frameworks contracts.
- Solid experience of financial management, managing significant budgets and achieving successful delivery outcomes within allocated resources.
- Evidence of success in managing change and developing and delivering innovative and creative solutions to difficult issues.

#### **Skills and Abilities**

- Ability to demonstrate critical awareness, analytical and problem-solving skills.
- Ability to manage own workload effectively and to undertake project planning over the short, medium and long term, incorporating a detailed critical path, milestones and positive cash flows.
- Ability to be effective in working with professionals from other disciplines and brokering discussions, when required on measures that will overcome barriers to project delivery.
- Excellent interpersonal, influencing and negotiating skills.
- Strong written and verbal communication skills; ability to present information clearly and accurately.
- Ability to work pro-actively and independently to make decisions required for project delivery within a governance framework.
- Ability to support the Project Sponsor and the Project Board by identifying key issues and recommending appropriate courses of action.
- Excellent project management and organisational skills, able to deliver and supervise multiple workstreams on time and within budget.
- Strong financial and commercial acumen, able to manage financial resources effectively and secure external investment for projects.
- A thorough understanding of and demonstrable commitment to the principles of Equal Opportunities and customer care.

*Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs*