

Job Description	
Job Title:	Net Zero and Economic Programme Officer
Work Base:	Wyvern House / Hybrid
Grade:	2.2
Reviewed/Updated:	June 2025

#### About the Role:

As a key member of the Net Zero delivery programme within the Economic Strategy team in Cheshire and Warrington, the post holder will support the Net Zero Programme Manager and Strategy and Public Affairs Director in day-to-day delivery with key role and responsibilities including:

- Support the Net Zero Hub team to design and develop project proposals.
- Gather numeric and qualitative evidence to support recommendations.
- Convene organisations and stakeholders.
- Provide project/programme management support to local authority, community and business colleagues delivering projects and programmes.
- Research Net Zero Policy and provide materials for briefings and presentations.
- Support the commissioning and monitoring of consultancy work to provide technical feasibility and business cases.
- Provide organisational and administrative support to the economic strategy programme.

Funding for the post is provided by the North West Net Zero Hub <https://www.localenergynw.org/>. Training will be provided in relevant professional areas to develop appropriate skills, knowledge and experience.

In addition to the responsibilities above, the role will act as a member of the North West Net Zero Hub team and collaborate with colleagues to promote national net zero policy across the wider North West.

#### Key Responsibilities:

Roles and responsibilities include:

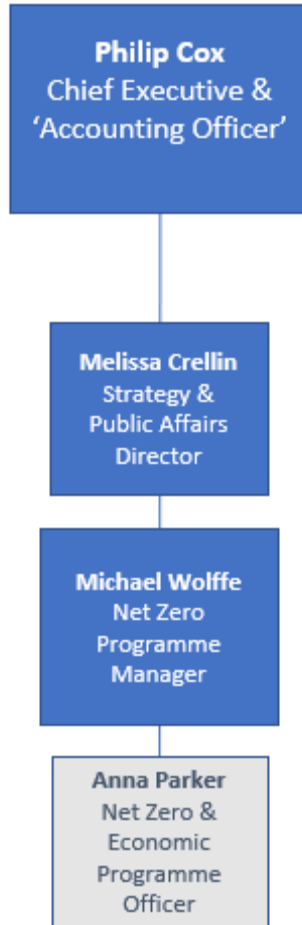
- Lead and take ownership of own projects, including the design and delivery, with supervision from the Net Zero Programme Manager.
- Providing support to the Net Zero Programme Manager to develop and progress Net Zero project proposals.
- Gather numeric and qualitative evidence to support recommendations and funding applications for Net Zero Hub or other resources.
- Convene organisations and stakeholders to progress evidence collation, project development, funding applications and progress meetings.

- Support the commissioning and monitoring of consultancy work to provide technical feasibility and business cases. This includes supporting the procurement of projects, liaising with the ECW procurement team & consultant(s) to progress tender documents and contracts, conducting tender evaluation and interviews as necessary.
- Provide project/programme management support to Net Zero Programme Manager and Strategy Director as well as occasionally local authority colleagues, community and business colleagues delivering projects and programmes.
- Undertake site visits to physical pipeline projects where appropriate, complying with all health and safety and legal responsibilities and supporting the development and progression of the Net Zero project pipeline.
- Research Net Zero Policy and associated information and provide materials for briefings and presentations.
- Support on public communications and maintain quality stakeholder management for both the Net Zero and Economic strategies as required.
- Identify opportunities to develop knowledge sharing practices within networks, including the design and delivery of webinars, presentations etc. This is both independently and with support of Net Zero Programme Manager and the wider Hub team.
- Support with the consultation and re-design of Route to Net Zero, the public-facing brand of the NWNZ Hub.
- Use your technical understanding of sustainability, carbon reduction, climate change and use that to support and advise as appropriate.
- Undertake and draft progress and budget monitoring and reporting to relevant Groups and Boards in line with established governance arrangements and agreed timescales. This includes providing procurement support to both programmes.
- Produce and maintain quality plans and records, review systems and recommend improvements where relevant.
- Provide organisational and administrative support to the economic strategy programme.
- Provide secretariat support to the sub-region's project pipeline including convening meetings, preparing agendas, papers, notes and follow-ups for a variety of meetings.

## **General:**

- Act as a member of the North West Net Zero Hub team contributing knowledge and expertise to shared learning, including uploading feasibility studies completed and other materials to the Hub's SharePoint.
- Attend and contribute to relevant meetings, events and training, and deputise for the team where appropriate.
- Promote the work of the Cheshire and Warrington subregion and North West Net Zero Hub, this includes via the Department of Energy Security and Net Zero's project pipeline tracker, regularly updating for the Department to view.

## Org Chart:



## Reporting Lines:

- The post holder will report to the Net Zero Programme Manager.

## At a Glance Summary:

Managing Others:	<ul style="list-style-type: none"> <li>▪ Responsible for my own work.</li> </ul>
Level of Responsibility:	<ul style="list-style-type: none"> <li>▪ Business impact of role is at an operational level only;</li> <li>▪ Required to complete a mixture of routine and non-routine tasks.</li> </ul>
Specialist Knowledge:	<ul style="list-style-type: none"> <li>▪ Able to complete the tasks associated with the role effectively following specific job training or through previous relevant experience and a short induction period.</li> <li>▪ Demonstrates familiarity with a range of activities through acquired knowledge and on the job experiences and / or structured training.</li> <li>▪ May be working towards (or possess) a professional qualification.</li> </ul>
Problem Solving & Decision Making:	<ul style="list-style-type: none"> <li>▪ Work (in the majority of cases) is based on established, routine ways of working.</li> <li>▪ Has autonomy over decisions related to prioritisation and re-</li> </ul>

	<p>prioritisation of tasks as best sees fit.</p> <ul style="list-style-type: none"> <li>▪ Solves problems on a range of routine tasks within own competence, can escalate or seek advice from line manager as and when required using own judgement.</li> <li>▪ Influences on decision making are usually internal.</li> </ul>
Planning and Organising:	<ul style="list-style-type: none"> <li>▪ Prioritises own work on a day to day basis to meet the timescales set by Line Manager.</li> <li>▪ Has autonomy to plan and schedule own diary to correspond and support other colleagues in relation to collaborative projects, within the parameters of the role.</li> </ul>
Communication and Influencing Others:	<ul style="list-style-type: none"> <li>▪ Required to influence / persuade others e.g. sales / service or recommending a particular approach / course of action.</li> <li>▪ Creates written communications for others (e.g. Reports / Presentations) with a view to inform / influence others (e.g. stakeholders / clients / partner organisations), within the parameters of the role.</li> </ul>

Person Specification		
Specification	Essential (E) or Desirable (D)	Method of Assessment
<b>Education &amp; Training</b>		
<ul style="list-style-type: none"> <li>- A degree or related experience in relevant subjects to the climate/net zero agenda (e.g. geography, environmental science, sustainability, energy, engineering)</li> </ul>	E	Application Interview
<ul style="list-style-type: none"> <li>- Basic knowledge of data protection, Equality and Diversity</li> </ul>	D	Application Interview
<b>Skills &amp; Abilities</b>		
<ul style="list-style-type: none"> <li>- Good interpersonal and communication skills with ability to convey varied information clearly and concisely.</li> </ul>	E	Application Interview
<ul style="list-style-type: none"> <li>- Able to build relationships, win and maintain the confidence of colleagues, stakeholders and partners.</li> </ul>	E	Application Interview
<ul style="list-style-type: none"> <li>- A demonstrable passion for making an impact.</li> </ul>	D	Application Interview
<b>Achievements and Experience</b>		
<ul style="list-style-type: none"> <li>- Experience and familiarity with MS Office products (word, excel, powerpoint or equivalent)</li> </ul>	E	Application Interview
<ul style="list-style-type: none"> <li>- Experience of working with a range of project management/monitoring systems, including spreadsheets</li> </ul>	D	Application Interview
<ul style="list-style-type: none"> <li>- Research and writing skills – ability to source and assimilate varied intelligence and produce quality written documents e.g. recommendations, plans, reports accordingly</li> </ul>	E	Application Interview
<ul style="list-style-type: none"> <li>- Analytical and problem solving skills</li> </ul>	E	Application Interview
<ul style="list-style-type: none"> <li>- Experience of supporting or managing projects and awareness of project and programme governance</li> </ul>	D	Application Interview
<ul style="list-style-type: none"> <li>- Knowledge and understanding of the regional and national economic development agenda</li> </ul>	D	Application Interview
<b>Personal Attributes</b>		

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<ul style="list-style-type: none"> <li>- Ability to work flexibly and as a part of a team.</li> <li>- Ability and desire to learn</li> <li>- Ability to work under pressure and establish priorities to meet deadlines.</li> </ul>	E	Application Interview
	E	Application Interview
	E	Application Interview
<b>Other Requirements</b>		
<ul style="list-style-type: none"> <li>- Capable of independent travel to carry out the requirements of the post</li> </ul>	E	Application Interview