

# Lancashire County Council

## Operational Context Form

<b>Post title:</b> Project Officer – Low Carbon					
<b>Directorate:</b> Business Growth			<b>Location:</b> County Hall		
<b>Establishment or team:</b>		External Funding and Investment		<b>Post number:</b> E-029-0015 Project Officer	
<b>Grade:</b>	8	<b>Staff responsibility:</b>	No	<b>Essential car user:</b>	No
<b>Scope of Work – appropriate for this role:</b>  <p>To assist the Community Energy Investment Lead North West in the development, management and delivery of low carbon and renewable energy projects.</p> <p>Provide appropriate level support to the Senior Project Officer Low Carbon and Renewable Energy officer as directed.</p>					
<b>Accountabilities/Responsibilities – appropriate for this role:</b>  <p>To support the implementation of Net Zero activity across the North West by</p> <ul style="list-style-type: none"> <li>• Providing technical and development support to renewable energy and low carbon projects across the North West as directed</li> <li>• Working in partnership with North West partners including Local Authorities, local Economic Development partners (Private, Public and Voluntary), the Third Sector and local communities to develop and support the delivery of agreed priorities</li> <li>• Assisting the Community Energy Investment Lead North West, and others as directed, to maximise the funding made available for low carbon and renewable energy programmes and projects across the North West including the preparation of bids and applications.</li> </ul> <p>Any other appropriate duties as required.</p>					
<b>Additional supporting information – specific to this post.</b>  <p>In order to deliver the post's responsibilities there is a requirement for a relevant and up to date technical understanding of low carbon and renewable energy solutions and practical implications including funding opportunities.</p>					
<b>Prepared by:</b> Sean McGrath			<b>Date:</b> July 2022		

**The above form** sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

**Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people, and vulnerable adults.

**Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

**Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and/or numeracy if they do not have one already.

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Person Specification		
Post title: Project Officer	Grade: 8	
Directorate Business Growth	Post number: E-029-0015 Project Officer	
Establishment or team: External Funding and Investment		
Requirements	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T) or other (give details)
<b>Qualifications</b> Professionally Qualified/Degree level (or equivalent) in a relevant discipline	E	AF/I
<b>Experience</b>  Experience of working on low carbon and renewable energy projects  Experience of working in a project management environment  Experience in the technical appraisal of energy technologies  Experience in developing the business case for investment in energy infrastructure  Experience of working within multi-disciplinary project teams, consultants, and stakeholder groups in a range of economic, commercial settings.  Experience of producing briefings, papers, and reports for a variety of audiences  Experience of supporting the preparation of funding bids and an awareness of current and proposed funding initiatives related to Net zero.	 E  E  E  D  D  D  D	 AF/I  AF/I  AF/I  AF/I  AF/I  AF/I
<b>Knowledge and skills</b>  Understanding of low carbon and renewable energy development and implementation principles including UK Government's Net Zero targets.	 E  E	 AF/I  AF/I

In depth understanding of the energy and climate change agenda and industry trends	D	AF/I
An understanding of project management techniques	D	AF/I
An ability to work to tight deadlines, with excellent problem-solving skills.	E	AF/I
Able to work on own initiative within a dynamic and energetic environment.		
<b>Other (including special requirements)</b>		
1. Commitment to equality and diversity	E	I
2. Commitment to health and safety	E	I
3. Commitment to attendance at work	E	I
<b>*Delete/amend as applicable</b>		
*This is an essential car user post. However, in certain circumstances consideration may be given to applicants who as a consequence of disability are unable to drive		
<b>July 2022</b>		
<b>Note: We will always consider your references before confirming a job offer in writing.</b>		