

City of Edinburgh Council job description

Post title	Assistant Project Manager (LHEES)
Directorate	Place
Service	Development and Regeneration
Responsible To	Project Manager
Number of post holders	1

Purpose of job

You'll play a vital role in helping the City of Edinburgh Council achieve its net zero targets by supporting the delivery of the Edinburgh Local Heat and Energy Efficiency Strategy (LHEES). Working with the LHEES Project Manager, you'll help design and implement projects to decarbonise the heating of buildings in Edinburgh and improve their energy efficiency. This will be a varied role in a rapidly evolving landscape.

The what - major tasks and job activities

Your key activities will include:

1. Supporting the Council's heat network delivery programme, including:
 - a. Development of delivery models, e.g. via business cases
 - b. Progressing technical work, e.g. feasibility studies
 - c. Regulatory compliance, e.g. OFGEM duties
2. Supporting the roll-out of heat pumps in Edinburgh, including coordinating and monitoring retrofit pilot projects.
3. Working on various other projects stemming from the LHEES, helping ensure these are delivered on time and on budget.
4. Responding to funding opportunities.
5. Working with external stakeholders, including the community.
6. Helping run the LHEES Office, including responding to enquiries, preparing reports and briefing notes, and representing the Office at events.

The how - knowledge and skills, creativity and innovation, contacts and relationships, decision making

You'll bring:

- An undergraduate degree in a relevant subject or equivalent experience from work and/or volunteering.

- Strong working knowledge of the policy/regulatory landscape for heat and energy efficiency.
- Experience of working on projects involving heat and energy efficiency.

You'll be responsible for:

- Bringing a creative and "can do" approach to project delivery.
- Engaging effectively and with a range of stakeholders to facilitate delivery.
- Providing advice and guidance to other officers, elected members, and community groups. You'll also work with other local authorities on key matters.

You'll regularly take decisions:

- On how to interpret complex information and identify key issues.
- That demonstrate confidence in your own judgement whilst encouraging feedback. You'll respond constructively to alternative ideas and proposals.

The decisions you take will:

- Impact on the realisations of the Edinburgh LHEES, including the development and delivery of projects around heat networks, heat pumps, and energy efficiency.

Environment - work demands, physical demands, working conditions, work context

You'll normally work:

- To tight deadlines to deliver projects, this will involve managing conflicting priorities and excellent time management will be an important skill to have.
- From home and in Council offices as agreed with your line manager. Occasional site visits are likely to be required; these may entail wearing personal protective equipment (PPE), traversing uneven ground, and accessing poorly lit areas.
- With some requirement to take care in relation to the working environment, work activities and dealing with people; this will predominantly not be more than the normal required of a Council employee.
- With occasional requirement for evening working and, potentially, short overnight travel to attend events (estimated one or two times per annum).

Supervision and management of people

You'll be responsible for supervising the delivery of work by external contractors.

You won't have any direct line management responsibilities.

Resources the job holder will be responsible for

You'll monitor contracts and financial transactions relating to ensure that these are made in line with the Council's protocols for financial management. For external funding, the post will be responsible for monitoring contractual arrangements to ensure that stakeholders are operating within the terms of any agreements governing project or programme activities.

You'll be responsible for a range of office equipment and will update and maintain datasets.

Additional information - health and safety

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees' responsibilities:

1. Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
2. Co-operating with management and following instructions, safe systems and procedures.
3. Reporting any hazards, damage or defects immediately to their line manager;
4. Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).