

Recruitment person specification

Position title	Assistant Project Manager (LHEES)
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Role requirements

Experience requirements

1. Experience of developing and delivering projects. [Essential]
2. Experience working collaboratively within a team environment. [Essential]
3. Experience managing sensitive or confidential information. [Essential]
4. Experience using digital systems relevant to the role. [Essential]
5. Experience working in a local government or public sector environment. [Desirable]
6. Experience of working on projects involving heat and energy efficiency. [Desirable]

Knowledge, skills and understanding requirements

1. Ability to communicate clearly (verbal and written) with a diverse range of stakeholders. [Essential]
2. Strong organisational and prioritisation skills. [Essential]
3. Ability to analyse information and make sound decisions. [Essential]
4. Knowledge of the policy/regulatory landscape for heat and energy efficiency. [Essential]
5. Knowledge of the technical standards for heat and energy efficiency, e.g. CP1, PAS 2035, etc. [Desirable]
6. Ability to work respectfully, with integrity and flexibility in line with Council behaviours. [Essential]

Qualifications and training requirements

1. A relevant undergraduate degree or equivalent experience [Essential]
2. Training/qualifications relating to heat decarbonisation and/or energy efficiency [Desirable]

Job specific requirements

1. Ability to travel between work sites as required [Essential]
2. Ability to represent the Council at external events or forums. [Essential]
3. Willingness to undertake further role related duties as service needs evolve. [Desirable]