



Uchelgais Gogledd Cymru  
Ambition North Wales

# Job Pack for the Energy Delivery Project Officer

[ambitionnorth.wales](http://ambitionnorth.wales)

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For further information about this role,  
please contact:



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Low Carbon Energy Programme Manager  
[jobs@ambitionnorth.wales](mailto:jobs@ambitionnorth.wales)

# An exciting time to join the team

We're delighted that you're considering joining the Ambition North Wales team. We are a team of passionate and enthusiastic individuals who are proud to be involved in developing the North Wales economy. We are responsible for delivering a portfolio of capital projects across the region, and we've made significant progress to date. The first project was signed off in December 2021 and we are seeing many projects progress. We are currently in an assessment period to bring new projects into the Growth Deal, there has never been a more exciting time to join the team.

Ambition North Wales is a strong partnership, working on behalf of North Wales to deliver against a future vision for economic prosperity. The Portfolio Management Office has been established to deliver the Growth Deal, and support the regional ambitions for a stronger, more resilient and sustainable future economy.

Our ambition moving forward is to attract investment into North Wales and achieve a more prosperous future for everyone that lives and works here. The Growth Deal projects will create new highly-paid jobs, attract investment and ultimately build a more vibrant, sustainable and resilient economy in our communities, for young people and for future generations to come.

We work closely as a team and we have developed a set of values that underpin how we work and what we expect from others. We are ambitious, we empower and support each other to succeed, we have integrity and do as we say we will and we respect and value people and their perspectives as we shape a great future for North Wales. We do hope you will consider applying for this position and hopefully join us on this journey.



**Cllr. Dyfrig Siencyn**  
Chair of the Economic  
Ambition Board



**Alwen Williams**  
Portfolio Director  
Ambition North Wales



# About the role

## Energy Delivery Project Officer

The role will sit within the Portfolio Management Office's Energy Team. The Energy Team is responsible for delivering the Growth Deal's Low Carbon Energy Programme and Local Area Energy Plans and the Regional Energy Strategy across North Wales. The Programme, Plans and Strategy aim to support the decarbonisation of the energy system in North Wales and unlock the benefits of developing low carbon energy projects within the region, positioning North Wales as a leading location for the low carbon energy sector.

This Energy Delivery Project Officer, along with the Energy Delivery Manager and two other Project Officers, will support and coordinate the delivery of the Smart Local Energy Fund and the delivery of Local Area Energy Plans and the Regional Energy Strategy across North Wales. This unique position provides the opportunity to gain excellent experience in an exciting, rapidly growing sector. You will play an integral role in supporting the decarbonisation of the region's energy system in a way that brings in investment, creates jobs and sustainable growth. The role will also have the opportunity to collaborate with a wide range of stakeholders in the sector, including local authorities, government, the private sector and our universities and colleges.

Reporting to the Energy Delivery Manager, the Energy Delivery Project Officer will support the mobilisation, launch and delivery of the Smart Local Energy fund. The Energy Delivery Project Officer will also support the development and adoption of Local Area Energy Plans across North Wales, in addition to driving forward the actions from the North Wales Regional Energy Strategy. Our ideal candidate will have experience of working with a wide range of stakeholders and of managing or supporting successful project delivery. Good interpersonal and relationship building skills will be essential and the post holder will need to be a confident communicator, with excellent organisational skills and the ability to take the initiative. Knowledge of the low carbon energy sector is also essential.

For more information please follow the links:

[Low Carbon Energy Programme](#)

[Local Area Energy Plans](#)

[Regional Energy Strategy](#)



# Duties and responsibilities

## Job Purpose

- Support for delivering Ambition North Wales' Smart Local Energy fund
- Support for delivering Local Area Energy Planning and the Regional Energy Strategy
- Delivery of assigned workstreams within a Portfolio Management Office environment
- Contribute to delivery of individual project objectives and programme outcomes and targets
- Co-ordination of project activity and inter-dependencies

**Salary** £30,151 - £32,020 (S3)

**Hours** up to 37 hours per week\*

**Contract** until November 2024\*\*

**Location** Llandudno Junction (hybrid with home working)

\* The role is full-time, however we will consider flexible working requests for the right candidate.

\*\* Initially a fixed term post until November 2024, with the possibility of an extension,

## Responsibility for functions

- Support the energy team in managing budgets, monitoring expenditure and costs against delivered and realised outputs.
- Be responsible for relevant equipment including laptops and mobile phones.

# Main duties and responsibilities

## Low Carbon Energy and Local Area Energy Planning

- Support the delivery of the Ambition North Wales' Smart Local Energy fund
- Support the development and delivery of Local Area Energy Plans and the Regional Energy Strategy
- Progress applications for energy related funding opportunities as required
- Manage and input to relevant Boards as required
- Work with key regional and national stakeholders, partners and governments to ensure successful delivery of the Smart Local Energy fund, Local Area Energy Plans, the Regional Energy Strategy and associated projects

## Project Management

- Manage identified workstreams
- Assist the wider Energy team in project design and delivery
- Providing professional support including quality assurance to other projects within the Energy Team Portfolio

## Programme and Contracts Governance

- Assist and where necessary lead procurement of specialist support
- Contract management of technical advisors

## Resource Management

- Maximise the effective use of resources in the delivery of workstreams
- Achievement of any set commercial and income targets

## Performance Management

- Performance management of workstream output levels
- Risk management at workstream output levels

## Reporting and Accountability

- Reporting on workstreams and resource planning as required
- Quality assurance of all data and performance reports
- Acting as a trusted advisor within the Portfolio Management Office

## Ambassadorial

- Acting as an advocate for the Growth Vision and the region
- Development and management of effective external relationships at all levels
- Support of external project/workstream communications and public relations

## Compliance and Conduct

- Working to all set policies and procedures and law e.g. financial, equalities, health and safety
- Demonstrating the highest standards of professional behaviours and values in line with Ambition North Wales' organisational values.



# Person specification

## Criteria

## Essential

## Desirable

### Education / Professional Qualifications

- Educated to degree level or equivalent experience
- Project / Programme Management Qualification (e.g PRINCE 2 or equivalent)
- Evidence of continued professional development



### Knowledge and Skills

- Effective interpersonal and communication skills
- Understanding of project management methods, tools and techniques
- Ability to produce and maintain accurate records and reports
- Understanding of financial management practice
- ICT literate, at ease with Word, PowerPoint, Excel and relevant databases and social media
- Knowledge of the low carbon energy sector
- Understanding of bid writing process



### Experience

- Experience of managing projects or supporting project delivery
- Experience of creating project documentation and reports
- Experience of working with a wide range of stakeholders
- Previous experience of contract management
- Experience of working with Elected Members and dealing with politically sensitive issues
- Experience of applying for external funding and / or business case development
- Previous experience within the low carbon energy sector



# Person specification

## Criteria

### Essential

### Desirable

#### Personal attributes

- Experience of managing projects or supporting project delivery
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#### Language Requirements

- Listening and Speaking - Able to deal with all aspects of the job verbally in a confident manner in both English and Welsh
- Reading and Understanding - Able to use and interpret correctly any information in both English and Welsh from a wide variety of sources in order to deal with all aspects of the post
- Writing - Able to present written information in both English and Welsh with complete confidence using the most appropriate language and style to meet the needs of the reader





# Join our team

Do you have a passion for North Wales and a desire to see the region grow and deliver on its potential? Are you enthusiastic, committed and a team player?

If so, Ambition North Wales could be the organisation for you.

As a partnership of the six local authorities, two universities and two colleges in North Wales collaboration and partnership working is at the core of what we do as a team. We are looking for a collaborative individual with excellent interpersonal skills who is passionate about delivering for the region and able to develop and maintain relationships across multiple partners to drive forward our work.

While each role within the team has its own focus, you will be expected to contribute to the wider work of the team and the success of the team as a whole. We're looking for team players capable of leading their own areas but also supporting their colleagues to deliver. In return you will find a varied and interesting workload with opportunities to contribute across our portfolio.

Professional and personal development is important to us. The team at Ambition North Wales will provide you with a supportive environment to continue your development with a number of formal and informal development opportunities available. We encourage our team pursue professional development opportunities and are looking for individuals who have the desire to learn and improve.

Some of our roles require Welsh language skills while others do not. However, all team members are expected to recognise the importance of the Welsh language, our culture and heritage and be willing to improving their own language skills with our support. If this sounds like you, we look forward to hearing from you.

North Wales is an excellent place to live and work, why not play a key role in shaping its future.



Hedd Vaughan-Evans

Head of Operations  
Ambition North Wales

# Our Values



## **We are Ambitious**

We strive to deliver the best for North Wales. We are leaders in our fields, opinion formers and influencers, and we challenge conventional thinking. We pursue high standards, aim to be our best, and continuously develop ourselves professionally.



## **We work Collaboratively**

We share knowledge, skills, information and support and ensure to keep colleagues informed. We always help each other, facilitate opportunities for North Wales and recognise that our collective impact is more significant than our individual impact.



## **We do the right thing**

We do the right thing, not what is easy. We challenge unethical behaviour and speak out when things don't feel right. We are respectful, fair and considerate and can be trusted to deliver agreed commitments on time.



## **We make a difference**

We pursue opportunities to make a difference in North Wales. We champion the Welsh language, heritage and culture and support regional charities. We protect the environment and seek opportunities to reduce our footprint.





# Recruitment Timetable



## Closing date

Applications need to be received by

**04/10/2023**



## Shortlisting

We aim to inform all those shortlisted by this date with details of the assessments and interview date provided

**by 13/10/2023**



## Assessments

Assessments will take place prior to the interview. You will be informed of the details, should you be shortlisted

**by 18/10/2023**



## Interviews

The exact date and time of interview will be confirmed upon shortlisting

**w/c  
16/10/2023**

# Work for us

The Portfolio Management Office for Ambition North Wales is currently hosted by Cyngor Gwynedd\* as our employing authority. Therefore, while the role is with Ambition North Wales your contract of employment will be with Cyngor Gwynedd.

Please use this [link](#) to access the Cyngor Gwynedd's recruitment portal. You will be required to create an account to submit an application.

Please remember to complete all sections of the form. You are welcome to submit your form in Welsh or English.

Following the closing date an assessment panel will assess your application against the requirements set out in the personal specification. Please make sure your statement covers all essential criteria set out in the personal specification.

Applicants who reach the shortlist will be invited to an interview, details of the interviews will be sent at least a week in advance.

We will ask applicants to complete assessments before the interview (full details will be included within the interview letter).

Please note applications received after the closing date will not be considered.

\*future arrangements may change with the establishment of the North Wales Corporate Joint Committee.

# Benefits

There are several benefits of working for Ambition North Wales, full details can be found [here](#). However, the following is a summary of the key benefits:

## Pension scheme

Ambition North Wales currently hosted through Gwynedd Council operates a Local Government Pension Scheme. Information about the fund can be found on the Gwynedd Pension Fund [website](#).

## Annual leave

The annual leave entitlement varies between 21 and 30 days per year - depending on the grade of the post. Staff are also entitled to 8 days leave for bank and public holidays, as well as an additional 3 and a half days.

## Special leave

As well as the leave noted above, paid absence may be granted in special circumstances such as moving house, bereavement, attending medical appointments, undertaking public duties and so on.

## Work life balance

Ensuring that staff strike a healthy balance between work and home life is very important for Ambition North Wales. Staff can take advantage of the following arrangements:

- Flexible working hours
- Maternity, paternity and adoption leave
- Parental leave and flexible working for parents and carers
- Hybrid working

## Training and development

Ambition North Wales recognises the importance of investing in its most important asset - its staff. Every employee can expect:

- A formal induction process and a continuous performance review
- A wide range of internal and external training and development opportunities
- Contribution towards the membership of professional bodies which are relevant to the work



# The North Wales Growth Deal

## Aims

- To build a more vibrant, sustainable and resilient economy in North Wales.
- To build on our strengths, to boost productivity while tackling long-term challenges and economic barriers to deliver inclusive growth.
- To promote growth in a scalable, inclusive and sustainable way, in line with the Well-being of Future Generations (Wales) Act 2015.

## Benefits

- Growth in regional prosperity: improved productivity, inward investment and the creation of new jobs.
- Better-quality jobs: through targeted interventions in high value sectors.
- More skilled workforce: supporting skills and training initiatives and targeted interventions in high value sectors.
- Improvements in standards of living: inclusive growth that provides opportunities, reduces poverty, inequality and deprivation.

### INVESTMENT

Growth Deal Target Investment:

**£240m**

Total Target Investment:  
over

**£1bn**

### SPENDING OBJECTIVES

Create up to

**4,200**

new jobs

Generate up to

**£2.4bn**

net additional GVA

# Our Programmes

## Agri-food and Tourism



This programme will promote and support employment and training in the Agri-food and Tourism sectors, building on world-leading skills and expertise already established within the region.

## Digital Connectivity



The programme will enhance our region's capability to develop technologies for the future, ensuring that we can meet the increasing demand for digital and benefit from fast, high-quality connectivity.

## Innovation in High Value Manufacturing



This programme will promote innovation and commercialisation of technology in the manufacturing industry, building on the existing strength of the sector within our region.

## Land and Property



This programme will address land and property challenges within the region, to unlock opportunities and build on our strengths.

## Low Carbon Energy



This programme will unlock the benefits of developing low carbon energy projects within the region, positioning North Wales as a leading location for the low carbon energy sector.

# OUR PARTNERS



## £240M OF GROWTH DEAL FUNDING BY







[ambitionnorth.wales](http://ambitionnorth.wales)  
[jobs@ambitionnorth.wales](mailto:jobs@ambitionnorth.wales)