

JOB DESCRIPTION

Job title:	Head of City Leap Client and Energy Service
Grade:	TP2
Managed by:	Director, Property, Assets & Infrastructure
Responsible for:	City Leap Client Team (x7 FTE) Energy Supply Programme and Contracts team (x7 FTE)
Directorate:	Growth and Regeneration (G&R)
Service area:	Property, Assets & Infrastructure

Purpose of the job

Job-specific
<p>To act as an “intelligent client” i.e. to lead on the management of strategic and operational relationships for the City Leap Client Function, being the primary point of responsibility for the strategic partnership. Representing the interests of Bristol City Council robustly yet in the spirit of partnership, with the strategic partners, and Joint Venture Company, through the period of the 20-year City Leap Programme.</p> <p>Lead the management of the council’s Energy Supply team, ensuring the council continues to explore new and innovative ways of securing its energy supply – maximising the use of our renewable energy assets, utilising our procurement strategy to ensure value for money in energy supply (against the backdrop of rising prices) and working with City Leap to exploit opportunities for ensuring a decarbonised energy supply at the best price for the council.</p>
Core
<p>To provide a key consultative role in the strategic and operational development of wide-ranging services, drawing on the jobholder’s specialist expertise.</p>
<p>To provide confident leadership and clear management so as to ensure the successful delivery of agreed objectives.</p>

Key job outcomes

1. Effective council stakeholder liaison, including providing advice to council decision makers, and other key stakeholders, including councillors.
2. Act as the lead ambassador for City Leap with council Services, across the City and with other local authorities, promoting the opportunities provided by City Leap as well as highlighting the council's obligations to the program to maximise opportunities for City Leap projects.
3. Lead communications with City Partners (West of England Combined Authority, universities, companies, and other organisations within Bristol, nationally & internationally) to ensure City Leap is a success and Bristol's leading role in decarbonisation is promoted and enhanced.
4. Liaising with stakeholders to secure successful investment into the city of c.£424m in the first five years of City Leap in line with the Bristol City Leap's business plan requirements.
5. Work with City Leap Joint Venture Company & City Leap Strategic Partner to ensure the quantity & range of projects, current & proposed, meets City Leap objectives, provides value for money to the council and will ensure KPIs are met by the Strategic Partner, and to enable informed decision making by the council Executive.
6. Responsible for building & leading the client function team, and a network of effective internal & external relationships to support the team to carry out its responsibilities including as part of the wider G&R directorate and council leadership team.
7. Oversee the development, implementation & maintenance of all aspects of programme assurance including scheduling & commercial performance monitoring, risk management, Project Proposal/PAC compliance & performance reporting (KPI monitoring), change management, information management processes. Act as the main reviewer for project proposals, business plans, performance reports & other items presented to the City Leap Delivery Board.
8. Establish and lead the governance processes required for the Client Function to operate within the council.
9. Where necessary intervening on projects to resolve risks and issues with Joint Venture Company, Strategic Partner and council where they have been escalated.

10. Guiding and supporting the City Leap Client Function team members where necessary in order to help them fulfil their roles and develop as individuals.

11. Manage the Energy Supply Team, ensuring effective procurement, contract management and processes in place to show value for money and an effective service.

12. To plan, monitor and control allocated budgets and resources, in compliance with regulations, to meet the targets set by the service director.

Core accountabilities

Focusing on the customer

Develops and embeds a culture that puts achieving outcomes for citizens and customers at the heart of what we do.

Leading one organisation

Works to create unity and coherence in service delivery.

Managing the political and stakeholder environment

Manages a complex stakeholder environment to get results.

Delivering results

Connects delivery on short-term objectives with progress towards long term outcomes.

Managing resources

Makes optimal use of radically limited resources and manages all finance and budgets to meet performance targets.

Building winning teams

Gets the very best from their people.

Collaborative working

Gets results through partnerships.

Communication and reputation management

Is an ambassador for the service and the council.

Driving improvement & progress

Is an active source of innovation.

Promoting diversity

Understands the value of diversity and model's good practice.