

<b>Job Title: Strategy Officer (Net Zero Innovation and Delivery Programme)</b>			
Reference No.	A5001	Type	Individual
Service	Planning Services		
Job Family		Grade	FC8

<b>Purpose</b>
<p>As part of the UKRI funded “Net Zero: Fast Followers” research programme the post will act as a strategic catalyst to support the Edinburgh and South East Scotland City Deal partnership to accelerate future green skills capacity and capabilities for net zero outcomes.</p> <p>The post will:</p> <ul style="list-style-type: none"> <li>• Develop and deliver feasibility studies addressing non-technical barriers for:             <ul style="list-style-type: none"> <li>○ Public Sector net zero skills shortfalls for domestic retrofit and energy efficiency measures.</li> <li>○ Opportunities to develop high-skilled manufacturing workforce to meet zero emissions heat supply chain demands, including opportunities within the Forth Green Freeport.</li> </ul> </li> <li>• Disseminate the findings to help inform a common regional approach to new net zero skills development training needs including the development of a Net Zero Skills Hub for the region.</li> <li>• Participate in the wider “Net Zero: Fast Followers” to disseminate learning and experience to partners.</li> </ul>

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
<p><b>Providing Policy and Strategic Advice</b></p> <p>Advising the Edinburgh &amp; South East Scotland and partners on policy and strategy related to Net Zero skills development. Including contributing to <b>development of regional partnership plans and policy</b>.</p>	<p>Educated to SCQF level 9 which includes a degree or equivalent</p> <p>Experience in development of net zero policy and strategy</p> <p>Knowledge of Net Zero Skills development and Scottish Education and training pathways</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p><b>Partnership engagement and stakeholder management</b></p> <p>Leading approaches to engagement with partners including Senior managers, Politicians, Academics, Business leaders, communities and other key stakeholders in the development, implementation and evaluation of policy and strategy approaches.</p> <p>Managing and communicating information and policy effectively so that partner members are kept up to date with internal and external developments.</p>	<p>Experience of working in partnership with senior leaders and wider stakeholders</p> <p>Communication skills</p> <p>Interpersonal skills</p> <p>Customer Service/care skills [see How We Work Matters Framework - Focus on customers]</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p><b>Feasibility Studies, Research and Analysis</b></p> <p>Develop and deliver feasibility studies addressing non-technical barriers for:</p> <ul style="list-style-type: none"> <li>• Public Sector net zero skills shortfalls for domestic retrofit and energy efficiency measures.</li> <li>• Opportunities to develop high-skilled manufacturing workforce to meet zero emissions heat supply chain demands, including opportunities within the Forth Green Freeport.</li> </ul>	<p>Experience undertaking feasibility studies and research related to net zero, skills development or related discipline</p> <p>Experience of information analysis to inform policy and strategy</p> <p>Practical experience and ability to collect, analyse and interpret a range of data from research</p> <p>Report writing skills</p> <p>IT skills, e.g., Microsoft Office, Teams, or similar (see How We Work Matters Framework - Embrace technology and information)</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>

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<p>Collecting, analysing and interpreting research, performance, management, risk and other information to inform policy and strategy at a regional level.</p> <p>Preparing reports for Partnership, Boards and senior managers.</p>			
<p><b>Project Management</b></p> <p>Managing projects and activities within with agreed standards and deadlines. Maintaining and updating project plans, monitoring activity and reporting as required to meet project outcomes and funder expectations.</p> <p>Monitoring budgets and reporting on resource issues as appropriate.</p>	<p>Ability to balance effective work programming, meeting deadlines and monitoring with flexibility in reacting to urgent work and changing priorities [see How We Work Matters Framework - Deliver results]</p> <p>Experience of working within a project and/or programme environment</p> <p>Experience of budget and resource management</p> <p>Project management skills</p> <p>Project Management Qualification (e.g. PRINCE2)</p> <p>Experience of projects related to Net Zero and Skills development</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p><b>Organising workshops, events, and training</b></p> <p>Organising workshops Developing and delivering training materials and presentations.</p>	<p>Ability to operate effectively while under pressure and cope with uncertainty [see How We Work Matters Framework - Take ownership]</p> <p>Experience organising workshops and events</p> <p>Experience delivering training</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>

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## Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

**Before confirming appointment:** You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

### Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

### Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.