



**CREATING ENERGY WE CAN ALL FEEL GOOD ABOUT**

lowcarbonhub.org

## Smart Energy Systems Trial Manager

<b>Title of post:</b>	<b>Smart Energy Systems Trial Manager (fixed term)</b>
<b>FT or % P/T:</b>	Full time fixed contract to 31 March 2023
<b>Principle location of work:</b>	Low Carbon Hub office, Oxford
<b>Immediate line manager:</b>	Smart Energy Systems Director
<b>Staff managed:</b>	None
<b>Salary:</b>	£45,000 plus 4% employer's pension contribution
<b>Hours:</b>	36-hour week, family-friendly flexible working with occasional home working
<b>Holiday entitlement:</b>	25 days plus bank holidays
<b>Closing date for applications:</b>	Midnight, Sunday 12 September 2021
<b>Provisional interview date:</b>	Tuesday 21 September 2021

### About Low Carbon Hub

Low Carbon Hub is a social enterprise that's out to prove we can meet our energy needs in a way that's good for people and good for the planet. The days of fossil fuels are numbered, and the shift to renewable generation is gaining pace giving us the opportunity to reshape the way we manage our energy.

The Low Carbon Hub develops community-owned renewable energy in Oxfordshire and re-invests 100% of our own surplus in our mission to create a zero-carbon energy system we can all feel good about.

The Low Carbon Hub is now embarked upon a new phase of its journey, working with several partners, small and large, including academia, local authorities, central government and commercial businesses, to demonstrate in practice how to make that goal a reality.

We are a small team of committed individuals and are looking for individuals who want to use their skills to explore and develop new ways of doing things, who are proactive and driven to achieve change and whose motivation is the overall wellbeing



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of our communities and our planet. You can read more about us on our website: [www.lowcarbonhub.org](http://www.lowcarbonhub.org).

## **Overall purpose of the job**

An opportunity has arisen to join The Low Carbon Hub during a period of exceptional growth. We are looking to recruit a Smart Energy System Trial Manager to work as part of our new Smart Energy Systems team.

The Hub is a partner on Project LEO (Local Energy Oxfordshire), an Innovate UK funded project led by Scottish and Southern Energy Networks. The project will trial the delivery of flexibility services at a Distribution Network level in three trial blocks starting in winter 2021-22 and concluding, with all evaluation complete, by the end of March 2023. For more information see the project website:

<https://project-leo.co.uk/>

The Low Carbon Hub will participate in the LEO trials using its portfolio of nearly 50 local energy generation and storage assets with the objective of testing new business models for communities, households, and SMEs at the Grid Edge with a particular emphasis on how we can access and use data to the best advantage in achieving our people-centred vision for the new energy system.

A small set of 'pathfinder' assets have been integrated into our People's Power Station 2.0 (PPS2.0) cloud platform to enable automated control and participation in the first trial block. A roll out strategy for the integration of the remainder of our portfolio to the PPS2.0 is in development to enable more assets to take part in the later trial blocks in 2022.

The Hub needs to be exceptionally agile and entrepreneurial in devising socially just energy systems for delivering the transition to zero-carbon at the Grid Edge. You will have a project implementation role, working to our Smart Energy Systems Director alongside our Operation Manager, facilitating the delivery of the Low Carbon Hub's participation in the LEO trials and ensuring that we achieve our learning outcomes while meeting our delivery promises to project partners. You will bring a strong project management approach alongside a willingness to leap in and help resolve risks and issues alongside the rest of the team.

You will also play a key role, working closely with the Operations Manager and our subcontractors and other technical experts, to ensure the successful implementation of our PPS2.0 integration roll-out plan.

You will be part of a Low Carbon Hub team working within the context of our wider network of partners: both our universities, our six local authorities, our business partners, and our community shareholders.

We are looking for someone who shares our values and gets our mission; someone who thrives in a fast-paced environment of continuous change. The Low Carbon Hub is small social enterprise that 'punches above its weight' and we need a Smart Energy



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Systems Trial Manager who can ensure that community energy has solutions to offer into the new energy world that is emerging.

## **Key Responsibilities/Objectives:**

- Delivering a smooth and effective LEO trial experience at the Low Carbon Hub:
  - Establishing a robust yet nimble project management system
  - Development, and subsequent implementation, of the trial plan for each of the trial blocks
  - Working closely with the Operations Manager to create a resilient resourcing plan
  - Proactive and people-focused risk and issues management, including facilitation of solutions by bringing people together across the Hub and partner teams
  - Capturing learning and contributing to monitoring and evaluation activities
  - Updating the wider Hub team aware of progress at team and project meetings
- Supporting the creation of the smartest portfolio of community energy assets in the world:
  - Working with the Operations Manager for a joined up approach between the trial delivery management and the integration of the Hub's portfolio into the PPS2.0
  - Supporting the contract management of subcontractors implementing the integration of assets while managing key stakeholder relationships e.g. the schools and businesses that host our rooftop PV installations
  - Supporting contract management of the PPS2.0 platform subcontractor ensuring that as assets are upgraded with the latest technology that the benefits are realised by completing the integration and testing of the asset with the PPS2.0 system
  - Creative thinking to spot opportunities for future business models and potential funding bids that exploit the learning from LEO and enhanced smart capability of the portfolio
- Contributing to the delivery of the Project LEO Smart and Fair Neighbourhood programme (community-led projects facilitated by the Hub to develop and test new models for Grid Edge products and services at community scale) to bring learning from the Hub's experience to their projects
- Work as a member of the Low Carbon Hub team to deliver the Hub business plan to time, cost, and quality
- Attend Project LEO working groups as needed to ensure the Hub delivers its full role in delivering the critical path and demonstrator outcomes promised in the bid to iUK.

## **The Successful Applicant**

- Curiosity and an ability to identify opportunities through collaborative working
- Demonstrable project management experience including delivery of complex and innovative projects



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- Project management accreditation such as Agile, PRINCE2 or equivalent practitioner experience (desirable)
- Demonstrable experience working with technical experts to deliver projects
- Knowledge of and keen interest in the field of distributed energy resources and smart local energy systems (desirable)
- Thrives in an SME or start-up environment and can work at speed in a constantly changing environment
- Future-focussed
- An experienced people manager and a team player
- Hands-on and self-sufficient

## **How to apply:**

Please use the application form (download from our website) to apply.

Any accompanying CVs and supporting letters **will not** be considered as part of the application process.

Your application should demonstrate how your skills and experience relate to the selection criteria above.

The deadline for completed application forms is **midnight, Sunday 12 September 2021**.

Interviews are scheduled for **Tuesday 21 September 2021**. Covid restrictions permitting, we anticipate these will take place in person at our offices in Headington, Oxford.

Applications should be sent to [info@lowcarbonhub.org](mailto:info@lowcarbonhub.org) with '**Smart Energy Systems Trial Manager**' in the subject.