

Job Title	Delivery Manager
Reports To	ECO Director
Job Location	Based at AgilityEco offices in Sutton or Aylesbury with frequent travel to business meetings
Remuneration	£37,500- £45,000 depending on experience, plus annual discretionary bonus and employee share ownership scheme
Hours	37.5 hours per week. 23 days annual leave
Purpose Statement	<p>AgilityEco is a fast growing business that has established a leading position in the financing and delivery of energy efficiency programmes and energy sector consultancy services. Our clients include many of the major energy supply companies, Local Authorities, Housing Associations and industry supply chain partners such as installers of renewable energy technologies.</p> <p>An important aspect of our business is managing our Energy Company Obligation (ECO) delivery in partnership with an extensive number of partners. ECO is a highly complex and regulated activity requiring a high level of technical and commercial skills.</p> <p>In order to manage our ECO activity, the role of a Delivery Manager has arisen. It will involve a varied and challenging workload, within a constantly evolving business environment. You will join an existing successful, high performing team and gain invaluable insight about the low carbon and energy sectors.</p> <p>The role would suit an individual with previous experience within the energy or construction sector. You will need to demonstrate relevant commercial, contract and partner management skills, together with experience of working on technically complex projects and operations.</p>
Responsibilities	<ul style="list-style-type: none"> • Reporting: building forecasting models, monitoring spend and producing management reports. • Supply chain account management: focal point of contact for our network of 50+ contractors and funding partners. • Supply chain engagement: conducting regular meetings with our partners and providing relevant feedback to senior management. • Contract delivery management: planning, training, tracking progress against deliverables, monitoring KPIs and reporting to senior management. • Regulations and policy interpretation : keep abreast of all relevant ECO guidance, policy proposals and legislation. • Team management: manage a team of three staff and conduct regular development meetings • Other: any other reasonable duties commensurate with the post, which may be allocated from time to time including supporting our ECO Compliance Team. • Health & Safety: all employees are responsible for their own health and safety and must adhere to the company's HSE guidelines.
Dimensions of Role	The job holder will report directly to the ECO Director
Working Relationships	The role will involve a close working relationship with the AgilityEco senior leadership team and directly managing three members of staff.
Skills, Knowledge and Expertise	

Essential Knowledge and Qualifications	<ul style="list-style-type: none">• Knowledge of the Energy Company Obligation (ECO)• Strong analytical skills including advanced use of spreadsheets• Proven experience in managing internal and external stakeholders• Account management• Data analysis and presenting comprehensive reports
Person Specification	<ul style="list-style-type: none">• Ability to work without supervision, under pressure and to tight deadlines• Able to identify to influence and manager external stakeholders• Excellent verbal, written communication and interpersonal skills• Ability to manage and prioritise multiple tasks, highly organised• Critical thinking and problem solving skills• Self-motivated, driven and proactive• Ability to maintain highest level of confidentiality