

<b>Job Title</b>	Head of ECO Delivery
<b>Reports To</b>	Commercial Director
<b>Job Location</b>	Flexible; Office-Based at AgilityEco offices in Sutton or Aylesbury OR Home-based with frequent travel to AgilityEco offices and elsewhere across Britain
<b>Remuneration</b>	£60,000- £80,000 depending on experience, plus annual discretionary bonus
<b>Hours</b>	37.5 hours per week. 23 days annual leave plus bank holidays
<b>Purpose Statement</b>	<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 Head of ECO has arisen, holding primary responsibility for all operational management for this department. 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. This role will equip you with the skills required to explore other commercial and/or operational roles within the business, including senior leadership roles.</p> <p>The role would suit an individual with previous ECO delivery management experience. You will need to demonstrate relevant operational and partner management skills. The ideal candidate is expected to lead our ECO strategy, operational requirements, track delivery, work with business development managers and have direct responsibility for an established Compliance and MI team.</p>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• <b>Operational delivery management:</b> <ul style="list-style-type: none"> <li>• planning, tracking progress against deliverables, monitoring KPIs and reporting to senior management.</li> <li>• Work with wider business leads to provide operational support where workstreams overlap with ECO.</li> <li>• Own delivery management relationships with obligated suppliers</li> </ul> </li> <li>• <b>Developing strategy:</b> lead on forming and delivering our ECO strategy.</li> <li>• <b>Reporting:</b> building forecasting models, monitoring spend and producing management reports</li> <li>• <b>Partner Analysis:</b> collate information on each supply chain partners, operating practices and share insights with the team to help drive future delivery/contracting strategy.</li> <li>• <b>Regulations and policy interpretation:</b> keep abreast of all relevant Government and Regulator guidance, policy proposals and legislation</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Stakeholder management:</b> work with wider business development team to support stakeholder engagement, which may include local authorities, housing providers, regulatory bodies and charities.</li> <li>• <b>Other:</b> any other reasonable duties commensurate with the post, which may be allocated from time to time.</li> <li>• <b>Health &amp; Safety:</b> all employees are responsible for their own health and safety and must adhere to the company's HSE guidelines.</li> </ul>
<b>Dimensions of Role</b>	The job holder will report directly to the Commercial Director and work closely with Contract Managers and a Compliance Manager overlooking a sizable established team.
<b>Working Relationships</b>	The role will involve a close working relationship with the AgilityEco senior leadership team, with other business and partnership development managers, and with a large number of funders and supply chain providers.
<b>Skills, Knowledge and Expertise</b>	
<b>Essential Knowledge and Qualifications</b>	<ul style="list-style-type: none"> <li>• Knowledge and experience of the Energy Company Obligation (ECO)</li> <li>• Understanding of the retrofit industry and the processes involved in the installation of insulation, heating and renewables into domestic properties</li> <li>• Strong operational and partner management skills</li> <li>• Proven experience in managing internal and external stakeholders</li> <li>• Excellent reporting/presenting ability.</li> <li>• Exceptional leadership/mentoring skills</li> </ul>
<b>Desirable skills and experience</b>	<ul style="list-style-type: none"> <li>• Knowledge of other grant-funded retrofit and energy efficiency programmes; Green Homes Grant LAD, Home Upgrade Grant and Warm Homes Fund</li> <li>• Data analysis skills including advanced use of MS Excel</li> <li>• Experience of designing and delivering large scale consumer programmes.</li> </ul>
<b>Person Specification</b>	<ul style="list-style-type: none"> <li>• Ability to work without supervision, under pressure and to tight deadlines</li> <li>• Able to identify to influence and manager external stakeholders</li> <li>• Self-motivated, driven and proactive with a high level of initiative</li> <li>• Excellent verbal, written communication and interpersonal skills</li> <li>• Ability to manage and prioritise multiple tasks, highly organised</li> <li>• Critical thinking and problem solving skills</li> <li>• Ability to maintain highest level of confidentiality</li> </ul> <p><b>AgilityEco is an equal opportunities employer, we value diversity and individuality and welcome applicants from all backgrounds and communities.</b></p>