

Low Carbon Strategic Skills Lead

Job Title:	Low Carbon Strategic Skills Lead	Reporting to:	CEO
Department:	Cogent Skills Charity	Direct Reports:	none
Key Contacts:	Head of business units, CEO	Location:	National based from home
Date Created:	Feb 2023	Date Revised:	

Job Purpose

To support the CEO and Cogent Skills Business unit leads in developing & delivering our strategy, engagement forums and commercial propositions for low carbon. Positioning Cogent as the leading organisation in the low carbon skills space and ensuring that the business units develop their propositions to benefit Cogent commercially.

Key Accountabilities

- To lead Cogent's strategic agenda, managing the Board project team and objective 'To develop our representational role, support and commercial offers in appropriate areas of low carbon'.
- To establish employer skills forums either directly or through trade association membership models within hydrogen and other agreed and identified technologies.
- To provide the role of Project manager for the newly formed Hydrogen Skills Alliance working closely with the Catapult by:
 - Ensuring the smooth and efficient running of the HSA through the provision of excellent secretariat services. In conjunction with the Chair, and project sponsors, develop the agenda, provide project updates, draft and circulate minutes and follow up on all identified actions. Support with the preparation of any materials by working closely with the marketing team.
 - Developing and implementation of the operational plan for the group identifying and agreeing key priorities for delivery in the first 12 months.
 - Proactively identify and follow up on information, stakeholders, new contacts etc. to ensure that the HSA is inclusive, active and has access to the latest data and information.
 - Supporting the HVMC in delivering the foresighting projects, engaging with employers, stakeholders, colleagues in the HVMC and academia directly.
- To work across Cogent's business units to ensure that there is a focus and plan to flex and adapt their offers to respond to the low carbon agenda including:
 - **Apprenticeships and Graduates** - identifying opportunities to add value to the current offer through contextualization or additional content development, or through offering additional standards.

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- **Courses and Consultancy** – identifying opportunities for short course and consultancy delivery.
- **Membership** – identifying how to establish commercially viable employer forums for the long term and supporting standard setting and research activity.
- **SIAS**- providing intelligence to SIAS around the emerging low carbon skills arena.
- To be the lead and champion the development of Cogent's ESG policy.
- Provide a strategic Cogent presence in key forums representing the business and our customers.
- Liaise with the marketing team and the Heads of the Membership offers to ensure that our trade associations or our members are sighted on any relevant developments.
- Be an active member / provide project updates to the leadership team on a monthly basis?
- To identify organisational development required in order to meet Low Carbon initiatives, including writing business cases, budget planning and leading business change.

Key Performance Indicators

- To have established the Hydrogen Skills Alliance and for it to be operating effectively in line with it's KPI's
- To have developed a strategy for Cogent Skills in relation to low carbon
- To have identified and secured funding opportunities for Cogent Skills in order that we can develop our commercial or representative roles, delivering a minimum of £40k per annum to the bottom line.

Essential Knowledge Skills and Qualifications

Experience

- Experience of representing a multi-faceted organisation in a stakeholder environment including managing conflicts of interest.
- Track record of delivering projects to time and budget.
- Previous experience of meeting and exceeding targets managing multiple customer projects.
- Management of a commercial entity and the pressures and requirements to deliver financially, reputationally and operationally.

Knowledge

- A degree or qualification in chemistry or chemical engineering or similar
- A hydrogen related qualification
- Good knowledge of the low carbon agenda and particularly with regard to skills.
- Understanding of the industrial sciences industries and their requirements.
- An understanding of how to commercialise knowledge to develop and deliver high quality products or services.

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Skills

- Ability to have initial impact and develop strong relationships with high-level employer and stakeholder engagement.
- Results driven, with a focus on delivering and a proven track record of delivering against targets.
- Demonstrable Project and People management skills.
- Ability to organise own workload to meet team objectives, deadlines and during periods of high pressure.
- Excellent interpersonal skills with a track record of dealing with multiple stakeholders and gaining results through effective negotiation.
- Proven administration and IT skills with high accuracy and attention to detail.
- The ability to communicate effectively at all levels internally and externally.
- Hold a full driving license and have own transport.
- Demonstrated advanced IT skills – MS Office and MS Project
- Excellent speaking, listening and presentation skills

Behaviours

- Flexible and adaptable to meet customer requirements
- Promotes and supports Cogent Skills values
- Entrepreneurial

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.

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