COMHAIRLE NAN EILEAN SIAR

JOB DESCRIPTION

Job Title:	Programme Manager - Renewables	**Job Number:**	TBC
Department:	Chief Executive's	**Grade:**	J
Location:	Stornoway	**Date:**	2026
Responsible To:	Chief Officer, Economic & Community Regeneration		

Job Purpose

Over the next 5-10 years there is a pipeline of c£7bn of energy projects planned for the Isle of Lewis. These developments are of national importance and present a once in a generation opportunity for the local economy as new employment becomes available and supply chain benefits are felt. There is a need for significant preparatory work to ensure that the maximum economic benefit is captured within the local economy. This post is being funded by HIE, the Scottish Government and Comhairle nan Eilean Siar to play a lead role in working with the private and public sector to ensure strategic co-ordination, reduce risk and maximise realisation of opportunities. You will support and respond to the direction set by the Lewis Major Developments Programme Board, ensuring there is oversight and activity around a co-produced, place based, and outcomes driven delivery plan. This post may be available to Comhairle nan Eilean Siar employees as a secondment opportunity.

Corporate and Strategic Responsibilities

1. Effectively manage all allocated resources including finance, equipment/material, information and time.
2. Work in a corporate and co-operative way with all Managers, Members and employees.
3. Continually reviewing service performance and striving to improve the quality and efficiency of the services within your functional area.
4. Ensuring that allocated staff are kept well informed about corporate objectives and priorities and matters that impact on their employment and the service they provide.

Service Responsibilities

1. Support and respond to the direction set by the Lewis Major Developments Programme Board, ensuring there is oversight and activity around a co-produced, place based, and outcomes driven delivery plan.

2. Supporting effective management of the Programme Board, working across the Comhairle, with external partners and the Chair to agree agendas, draft papers, work plan. Ensure that actions are followed up and track progress against agreed objectives.

3. Produce and oversee delivery of a Programme Delivery Plan, setting out shared ambitions, outcomes and actions to maximise economic, social and community benefits arising from renewable energy investment.

4. Coordinate the Major Developers' Forum and associated sub-groups, ensuring effective governance, delivery of agreed actions, risk management and collaborative working.

5. Coordinate activity across Comhairle services and partner organisations to align infrastructure, housing, transport, skills, workforce planning, community benefit, economic development and investment priorities.

6. Lead initiatives to maximise local economic benefit, including community wealth building, inward investment, employment creation, skills development, business growth and supply chain participation.

7. Develop and deliver programmes of engagement with local businesses and key sectors to ensure they are positioned to capitalise on opportunities arising from renewable energy developments, while identifying and mitigating potential sectoral impacts.

8. Promote, manage and respond to investment and development enquiries associated with the renewable energy programme and related strategic projects.

9. Coordinate delivery of communications and stakeholder engagement activities relating to major renewable energy developments, ensuring the provision of clear, accessible and timely information.

10. Monitor programme performance, risks, dependencies, budgets, timescales and delivery milestones, taking corrective action where required to maintain progress.

11. Identify and resolve strategic issues, barriers and resource constraints that may impact programme delivery, seeking innovative and collaborative solutions.

12. Oversee the appointment and management of consultants, contractors and specialist advisers commissioned to support programme objectives.

13. Assess potential impacts on communities and critical infrastructure, ensuring that development opportunities are realised in a manner that minimises adverse effects and maximises long-term community benefit.

14. Prepare reports, briefings and recommendations for Committees, elected members, senior officers and external stakeholders.

General Accountabilities

1. This is a politically restricted post.
2. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
3. To ensure compliance with Standing Orders and Financial Regulations of the Comhairle.
4. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
5. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
6. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
7. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
8. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.





COMHAIRLE NAN EILEAN SIAR

PERSON SPECIFICATION

This form lists the essential and desirable criteria required. Applicants will be leeted on the basis of meeting the criteria. Please ensure you complete your application form considering the criteria below.

Job Title: Programme Manager - Renewables **Job Number:** TBC

CRITERIA	ESSENTIAL	DESIRABLE
Knowledge	E1. Detailed understanding of the key challenges, threats and opportunities that affect the economy and community of the Outer Hebrides. E2. Thorough knowledge of the development landscape at local and national level in relation to the economy and community of the Outer Hebrides. E3. Excellent commercial awareness and understanding, particularly in relation to opportunities currently arising for the Outer Hebrides.	D1. Understanding of the role and functions of local government and enterprise in local economic development.
Skills and Abilities	E4. Demonstrable negotiation and influencing skills. Ability to network and maintain a wide range of professional, business and development agency contacts. E5. Excellent communication skills, with an ability to analyse and present complex information and advice clearly and precisely to a diverse range of audiences. E6. High level of competence in Microsoft Office applications, including Outlook, Word, Excel, PowerPoint. E7. Evidence of successful budget planning, management, and monitoring. E8. Evidence of leadership skills and the ability to gain commitment and confidence of colleagues and partners. E9. Demonstrable ability to work on own initiative at a senior level.	D2. Sensitivity to the political environment. D3. Ability to speak, read and write Gaelic.
Education and Experience	E10. A relevant degree-level qualification E11. A minimum of 5 years' work experience in economic development/ project management/ business development / energy sector or a related discipline.	D4. Management or project management qualification. D5. Private sector project management or similar experience, particularly in energy sector or large capital projects. **CONTINUED ON FOLLOWING PAGE**

Other Factors	E12. Clean driving licence and access to vehicle. E13. Willing to undergo training or development as required by the needs of the service. E14. Willingness to travel to fulfil the duties of the post. E15. Willing to work flexibly and out with normal office hours as required.	

