

Vacancy – Programme Manager Low Carbon Vehicles and Fuels

Summary

The Low Carbon Vehicle Partnership (LowCVP) is looking to appoint a programme manager. The role works closely with members to develop and deliver research, policy proposals or practical initiatives to accelerate the market for low carbon vehicles and fuels and create opportunities for UK companies. The position is initially offered on a 6 month contract after which, subject to satisfactory performance, a permanent position will be offered. Secondments will also be considered from interested companies. The position is based in Westminster, but remote working will be possible for some of the time.

The Low Carbon Vehicle Partnership (LowCVP)

The Low Carbon Vehicle Partnership (LowCVP) is a multi-stakeholder organisation with approaching 290 members, working to accelerate a sustainable shift to low carbon vehicles and fuels in the UK and thereby stimulate opportunities for UK businesses. The members include many leading vehicle manufacturers, fuel suppliers, major fleet operators, environmental and consumer groups, academics and government departments. LowCVP's aims are:

1. To facilitate cross-sectoral engagement between industry and other stakeholders with the aims of:

- Developing collaborative initiatives that develop the market for low carbon vehicles and fuels
- Building understanding and consensus regarding the optimal pathways to low carbon road transport
- Influencing Government and other decision makers on future policy directions and optimal policy mechanisms

2. To encourage research, demonstration and commercialisation of low carbon automotive technologies in the UK and help UK businesses to participate in emerging markets

3. To contribute towards the setting and achievement of UK Government targets for carbon reduction from the road transport sector

4. To coordinate an effective flow of information within and between industry and other stakeholders to:

- Raise awareness of recent developments and new opportunities;
- Improve knowledge and awareness of key issues;
- Increase stakeholder understanding about the mission of the Partnership and its achievements.

LowCVP's activities are managed by a small Secretariat of six based in Central London (Westminster). The Secretariat develops, manages and delivers the work programme. Activities are agreed with members in four working groups (Passenger Cars, Fuels, Innovation and Buses) with cross-sectoral activities coordinated through the LowCVP Steering Group that oversees the delivery of the work programme. A summary of the current work programme is appended to this job specification.

The role

The post is to work within the LowCVP Secretariat to contribute to the delivery of the Partnership's aims and specifically its work programme. Specific projects and activities will be agreed depending on the specific areas of expertise and experience of the preferred candidate. The on-going and outstanding work programme for 2008/9 includes:

1. Passenger cars
 - Car buyer attitudes and understanding of fuel economy research
 - Development of a best practice guide for car advertising
 - Redesign of the energy efficiency label for new cars
2. Fuels
 - Evaluation of effectiveness of biomass use for biofuels
 - Resource efficiency for biofuels – evaluation of land efficiency metric
 - Options appraisal of alternative feedstocks and conversion routes for advanced biofuels
3. Innovation
 - Financing low carbon automotive technologies - engaging with investors
 - Engaging small technology companies in collaborative R&D
 - Evaluation of Government policy in support of low carbon innovation
4. Buses
 - Survey of interest in procurement of low carbon buses
 - Promotion of a common low carbon bus specification
 - Follow-up to the Bus Forward Commitment study
5. Cross-sectoral
 - Strategy for increasing electric vehicle uptake
 - Evaluation of the market opportunities, risks and barriers to the introduction of biomethane and high blend biofuels vehicles
 - Input to Technology Road Mapping

The successful candidate will have a significant role in shaping and developing the 2009/10 work programme.

The role also entails disseminating the outcomes of Partnership activities and promoting low carbon vehicles and fuels through a range of channels including conferences. This will involve close working with the Communications Manager.

Desired skills

The successful candidate will have a broad knowledge of low carbon vehicle and fuel issues with specific expertise in one, or more of the following:

- Technologies or markets for low carbon cars, vans, trucks and / or buses
- Fleet purchasing and operation of vehicles
- Alternative fuels, and / or biofuels
- Low carbon transport technologies

The candidate is likely to have acquired these skills working within or alongside the motor or fuels industries. In addition they will have experience or aptitude to be able to apply their knowledge in a policy context and demonstrate a capacity to think strategically.

Other key skills sought are:

- Excellent project management
- The capacity to work independently and manage and organise competing priorities within their workload
- Strong interpersonal skills with an ability to effectively negotiate, facilitate and motivate stakeholders with different needs and objectives
- Good writing and presentational skills
- Innovative in their ideas and flexible in their approach to work and problem solving.

Working arrangements

The successful candidate will report to the LowCVP Director but will be expected to work independently and have a large degree of autonomy with high level supervision only.

Candidates will be expected to undertake and manage their own work, keeping colleagues informed of areas of mutual interest to ensure that activities are integrated with related work streams. The Secretariat has limited shared administrative support.

The position is being offered initially as a 6 month-consultancy contract. LowCVP is currently incorporating as a company and the intention is to offer a permanent position from April 2009 subject to satisfactory initial performance. LowCVP would also welcome applications from companies interested in providing a named candidate on a paid secondment basis.

The post is based in the LowCVP Central London office in Victoria. Flexible working arrangements will be considered for the right candidate including: job-share and remote working for part of the week.

Applications

Applicants should respond to Greg Archer (greg.archer@lowcvp.org.uk) with a CV and covering letter. This should contain details of preferred working arrangements and fee expectations for the first 6 months and salary expectations from April 2009. Expenses incurred in providing the services can be recovered at cost. Applications should also indicate whether the candidate is available on the proposed interview date and their availability to start work. Prospective candidates that wish to enquire further about the post should contact Greg Archer on 020 3178 7862.

Applications should be sent by 0900 on the 26th August by email. If possible, short listed candidates will be invited for interview on the 1st September.