Job profile

SENIOR ENERGY ADVISER
ABOUT US

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We do things differently, so answers that start small can grow big – bringing people together in bold collaborations, combining knowledge and innovation to help shape a world that works better for everyone.

We help people find solutions to some of the world’s toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We’re a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

OUR AIMS

We help people find solutions to some of the world’s toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living
- Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
- Make cities in poorer countries cleaner, healthier places to live and work.
- Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimising their impact on lives and livelihoods.

HOW WE WORK

We work on holistic solutions that change systems and have a framework to help us achieve our aims:

- Analyse the root causes of a poverty and vulnerability
- Define the change at scale we need to make
- Develop activities along three complementary paths: *Demonstrate, Learn and Inspire.*
  - **Demonstrate** that our solutions are sustainable in the real world
  - **Learn** by capturing evidence and adapting our approach
  - **Inspire** wider support to multiply our impact.

**OUR ORGANISATION**

Practical Action is an unconventional, multi-disciplinary, change-making organisation

- A highly innovative community development charity operating in Africa, Asia and Latin America. **Practical Action** community projects use ingenious ideas to design, test, refine and prove new ways to overcome poverty and disadvantage and then ‘open-source’ knowledge of what works so that it can be implemented at a greater scale by others.

- A world-class consulting operation that helps socially responsible business, government policy makers and other development organisations. This draws on learnings from our own development work as well as the combined brainpower of a roster of over 2,000 expert consultants. **Practical Action Consulting** helps to extend the reach of our influence by providing the best advice to others, whose work can make a bigger difference.

- A well respected specialist development publisher. **Practical Action Publishing** brings together development practitioners, researchers and thought leaders to create publications that stimulate discussion, strengthen peoples’ capabilities and inspire sustainable change.
JOB DESCRIPTION AND PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Title</th>
<th>Senior Energy Adviser</th>
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<tbody>
<tr>
<td>Salary range</td>
<td>£36,464 - £45,632 per annum</td>
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<tr>
<td>Reporting to</td>
<td>PAC International Energy Lead</td>
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<tr>
<td>Direct reports</td>
<td>None at present, may be some in time as team and portfolio grows</td>
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<tr>
<td>Financial scope</td>
<td>To manage project budgets in range £50k to £1m per annum. To contribute to annually agreed income generation targets (with support/leadership from PAC International Lead, Energy)</td>
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<tr>
<td>Location</td>
<td>Rugby, UK (flexible/agile working arrangements possible)</td>
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<tr>
<td>Duration</td>
<td>Permanent</td>
</tr>
<tr>
<td>Travel</td>
<td>Expected approximately 6-8 weeks per annum (subject to COVID-19 outlook)</td>
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ABOUT THIS ROLE

Practical Action Consulting (PAC International) is keen to foster the provision of increased energy access, and to influence energy planning and policy development, for the benefit of poor, vulnerable and marginalised populations. To deliver this, we need high-performing consultants who are passionate about winning, managing and delivering high quality and high impact work in the energy and development sectors.

As a senior member of the PAC International Energy Team, you will:

- Lead key aspects of **business development** (including writing effective, quality proposals and preparing proposal budgets/financial submissions)
- Be involved with the **project management** of a wide-ranging portfolio of energy projects (e.g. aspects of work planning, team co-ordination, technical delivery, finance), with leading and supportive roles according to project needs
- Provide high quality and timely technical inputs to build and maintain our range of energy projects in line with Practical Action’s **strategic energy objectives** (‘change ambitions’)

You will also support other Energy Team members and wider PAC colleagues to undertake complementary activities (e.g. promotion of PAC work/expertise, providing input/advice, building networks of relevant contacts). You will be encouraged and supported to further develop your knowledge, skills and expertise regarding energy access, the energy and development sector, and the energy consultancy sector more broadly.

Scope

As the Senior Energy Adviser, you will be based in our office near Rugby, but part-time working from home is acceptable (increased remote working is encouraged until the Covid-19 pandemic is resolved). In this full-time position, you will work on average 35 hours per week (an agile working scheme is in operation, allowing flexibility around personal commitments). Flexibility will also be required to meet project or proposal deadlines.
You will be a senior member of the PAC International energy team, working in close partnership with the PAC International Energy Lead and other PAC Energy Consultants. Together with these colleagues, you will build and maintain a network of associate consultants and partners/contacts in the energy and development sector to assist with the identification and implementation of new business.

You will lead project proposal development, and contribute to project management (supporting and/or leading various energy-related projects). You will provide expert inputs and guidance to PAC and Practical Action (charity) projects and proposals in a range of areas (e.g. clean cooking; productive use of energy; humanitarian energy; last mile distribution); working with colleagues in the UK and in our Regional Country Offices.

The key responsibilities of the Senior Energy Adviser will include:

- Leading the preparation of strong project proposals to build PAC’s energy portfolio, alongside other team members/energy colleagues; exploring co-operation with colleagues in other sectors for joint proposal preparation
- Providing high-quality, timely, technical/financial inputs to energy-related projects and proposals
- Leading and supporting the management and delivery of a wide-ranging portfolio of energy projects,
- Contributing to the development and fulfilment of PAC’s strategic objectives for international energy development
- Developing new business contacts and concepts to be supported by identified funders/clients/donors

Business development, expert inputs and project management activities will focus on key strategic areas including: humanitarian energy; clean cooking; productive use; last-mile distribution clean mini-grids and energy finance. These will also address cross-cutting themes including gender, youth and job creation.

You will undertake ‘learning-by-doing’ and more targeted/formal development and training to further your technical, financial, business development, project management and wider consultancy skills. Over time it is anticipated that you will become more specialised and experienced in certain aspects of consultancy or sectoral work, which match your personal capabilities and PAC’s strategic priorities.

**Key Working Relationships**

- Provision of support to the **PAC International Energy Lead** with regards to strategic leadership, planning, business development and delivery
- Regular interaction with **PAC International colleagues** regarding business development and delivery — providing guidance, capacity-building and mentoring as required to less experienced/junior colleagues.
- Close engagement with **in-country PAC energy teams** regarding business development and delivery aspects
- Engagement with **PA (charity) energy programme colleagues** and wider energy-related PA staff as required regarding the provision of energy-related technical assistance to PA programmes and fundraising efforts
- Exploration of ‘nexus’ issues with **other PAC and PA colleagues** (e.g. agriculture teams on the productive use of energy) to support innovative business development and portfolio growth
**JOB FUNCTIONS AND ACCOUNTABILITIES**

- To provide international energy development expertise for the PAC and PA teams, including support for business development and associated fundraising, leadership for strategic direction, and the delivery of high quality energy access projects.

- To promote and support collaborative working, innovation and capacity development with colleagues and across teams.

- To win new work (in the range £50k to £5m) from international donors, commercial organisations, and other new clients in line with PA’s energy change ambitions and PAC’s strategic priorities. To develop high quality, innovative proposals in collaboration with other energy colleagues, supporting and guiding others as necessary to win, manage and deliver high quality projects.

- To achieve, with support/leadership from the PAC International- Energy Lead, delivery against agreed income generation targets.

- To work with the PAC International Energy Lead in building and managing (in liaison with colleagues) a strong network of Energy Associate Consultants and partner organisations to support delivery and expansion of the PAC/PA energy portfolio. To manage the inputs of consultants and partners towards clear deliverables for key projects and programmes.

- To provide quality assurance of energy-related inputs for proposals and project delivery, including capacity building and mentoring for team members and colleagues where appropriate.

- To provide senior-level project management inputs to international development projects in the energy and related sectors. This will include the production of technical reports and knowledge products, budget management, contract and client management, and project team management.

- To develop, over time, further knowledge, skills and expertise regarding energy access, the energy and development sector, and consulting more broadly. To engage with relevant individuals and organisations on behalf of Practical Action in order to build profile, develop business opportunities, deliver key projects and meet change ambition objectives.

- To travel overseas for approximately 6-8 weeks per year on project or organisational work (depending upon the Covid-19 outlook).
PERSON PROFILE

To be successful in the role, the ideal candidate will be able to demonstrate:

- Existing knowledge and experience in energy access and energy for development
- Existing experience of working in a consultancy, or in a related environment, on business development and project delivery
- Strong interest in energy access and energy for development, and a clear willingness to build personal capability and learn
- Ability to work collaboratively and in a small team environment
- Willingness and ability to work dynamically and flexibly across a wide range of issues and activities, according to shifting opportunities and directions

Knowledge and Qualifications

- Masters level or above qualification in a relevant field or sector (energy, international development, or related focus)
- In-depth knowledge of the international energy sector relating to energy access, and international development more broadly.
- Knowledge of off-grid energy access technologies and their application in developing countries
- Specialist expertise in one or more of PAC’s strategic energy access areas (e.g. humanitarian energy, clean cooking, productive use of energy, last-mile distribution, clean energy mini-grids).
- Experience of international business development for energy sector activities, with knowledge of potential financiers and partner organisations

Skills and Experience

Ideally, the successful candidate will have:

- Extensive experience in international development, the international energy sector, and/or related fields.
- Past involvement with the generation of new business in the form of public sector funding for future programme implementation (and ideally also private sector financial support)
- Able to provide specialist expertise related to energy access and international development, but also willing and able to expand this expertise and the range of projects engaged with.
- Experience of winning, managing and delivering high quality energy/international development consultancies
- Proven team working and collaboration skills
- Excellent communication skills and proven ability to build and maintain strong energy-related relationships and networks.
- Experience of consultancy, project management, fundraising and/or business development (e.g. contract management; project management; preparation and
management of project budgets; technical input; project delivery; consultant management)

- Sound quantitative and/or qualitative analytical skills
- Experience in building the capacities of others
- Experience of working in Africa, Asia and/or Latin America, and willingness to travel to these regions
- Ability to work independently and take initiative

**Key Benefits**

- Full time roles are contracted at 35 hours per week.
- Flexible working hours are encouraged and enabled – depending on the role, remote working is possible.
- 26 days holiday rising with continuous service, in addition to public holidays.
- A pension scheme that new employees can join from day one of employment - employer contributes 10.5% of salary and the employee contributes 5%.
- Enhanced family friendly policies, including maternity, adoption, paternity and shared parental leave.
- Life assurance (3 x annual salary).
- Bike to Work scheme.