

**Name:** **Project Liaison**

**Position:** Full-time ARCHES employee

**Location:** Program is California state-wide with headquarters in Irvine, California

Hybrid

A portion of the role may be accomplished remotely/virtually

## **Organization:**

The Alliance for Renewable Clean Hydrogen Energy Systems (ARCHES) has been formed to actualize California's vision to produce and deploy renewable, clean hydrogen at scale across multiple sectors. This actualization will realize a self-sustainable marketplace and ecosystem while reducing local air pollution in the most challenging heavy-duty sectors in the most disadvantaged communities and providing strong community benefits for all.

ARCHES H2 LLC is a public-private nonprofit corporation founded by the CA Governor's Office of Business and Economic Development, the University of California system, The State Building and Construction Trades Council of California, and the Renewables 100 Policy Institute, working in partnership with utilities and private large and small businesses.

The U.S. Department of Energy (DOE) is providing the initial funding to the ARCHES organization (up to \$1.2 billion over the multiple year life of the award). A significant local match in funding is required, yet the DOE leadership requires that a very prescribed set of requirements be met. These prescribed requirements range from how the program is organized, how projects within the program are implemented, and how information and progress is reported.

## **Project Liaison General Role Description:**

ARCHES is the owner of the initiative and the program, yet it is not the primary force in delivering the projects that are part of the program. ARCHES partners are the primary means to deliver specific elements of the hydrogen marketplace and ecosystem – from production to distribution to use. ARCHES partners include leaders in energy research, communities, trades, utilities, for-profit companies, and nongovernmental organizations.

The Project Liaison is the role that leads, manages, and supports the connections with a subset of partners and the ARCHES program systems and structure. Note that the Project Liaison is NOT the project manager of the partner's project. Yes, this Project Liaison role will touch on project management responsibilities, including adherence to program protocols and reporting requirements, but this role is not managing the project within the partner organization.

The Project Liaison role will provide oversight and assurance that the partner projects are meeting the DOE and ARCHES goals, objectives, and requirements to maintain compliance with all state and federal rules, regulations, and terms and conditions.

## Project Liaison Partner Subsets:

Each Project Liaison will serve a subset of partners that may have dissimilar questions, systems, and challenges. Final determination of the exact subset assigned to the Project Liaison will be made as the Project Liaison roles are fulfilled.

## Reporting Structure:

Project Liaisons will report to the Chief Integration Officer

## Project Liaison Specific Responsibilities:

- Serves as the primary point of contact (POC) for a partner group, provides first level response to partner questions including coordination of functional SMEs
- Supports the management of a portfolio of partner projects by providing delivery oversight of portfolio performance against agreed upon scope, schedule, budget and other key performance targets
- Monitors contracts compliance to ensure project partners meet all agreed-upon terms and conditions
- Assures application of the programmatic protocols, systems, and tools
- Reviews monthly partner project reports, assesses health of projects for key performance targets (scope, schedule, budget, and strategic objectives), identifies key risk and opportunities, and assures appropriate documentation of decisions and escalation items
- Assures the application of partner invoicing protocols and reviews partner invoices for allowability of costs
- Understands and communicates the governance and authority structure of the ARCHES organization and program
- Supports the development of consistent and uniformly applied templates across all partner groups
- Collaborates with other Project Liaisons as necessary to ensure consistency across partner groups
- Serves as a member of the Project Liaison Team comprised of all project liaisons
- Is the primary instructor for on-boarding of new partners in training for the application of programmatic protocols into partner systems
- Assures appropriate documentation of meeting, interactions, and decision points as dictated by the program controls and reporting requirements

## Experience/Education Requirements:

- Requires 100% time commitment
- Minimum of a bachelor's degree and 5+ years of working on project or programs in infrastructure delivery
- Strong working knowledge of and commitment to program management methodologies, including controls, change management, conflict resolution, and negotiation

- Ability to initiate, support, and maintain strong personal and professional relationships with project level partners and stakeholders
- Ability and personality to be 'on call' and respond promptly to partner needs and questions on their schedule
- Ability to navigate complex politics, unique personalities, business commercials, and regulatory frameworks
- Ability to problem solve and escalate issues to leadership effectively and in a timely manner
- Experience working on federally funded programs preferred

## Authorities:

- Reports to the Chief Integration Officer
- Directs partners in application to program protocols and validates adherence

## Unique Application:

The uniqueness of this program opportunity is difficult to overstate. The effort is a combination of developing a client organization at the same time as establishing programmatic functionality for the program owned by the client. Secondly, the projects within the program are being delivered by wholly separate partners that require the structure and continuity and funding associated with the program but will have their own methods of delivery. Finally, the premise of the program is to establish an entirely new marketplace with an associated supply chain in hydrogen. The combination of all these unique factors raises the importance of the Project Liaison role to critical. These roles will be extremely influential in the success of the program and present a unique learning and growth opportunity.