

Northumberland
County Council
**JOB
DESCRIPTION**

Post Title: EV Senior Project Officer		Director/Service/Sector: Highways and Transport, Infrastructure Management		Office Use
Band: 7		Workplace: County Hall, Morpeth		JE ref: HRMS ref: 4388
Responsible to: Programme and Production Manager		Date: June 2024	Manager Lever: N/A	
Job Purpose:. This role would assist with the management of the EV Infrastructure programme, including individual projects across their whole lifecycle – from inception through to operation. You will work closely with officers, contractors, stakeholders and elected members to ensure that the highest standards are achieved within the constraints of time and budget				
Resources	Staff	Directing the work of trainee or support staff on particular tasks or projects (e.g. NCC Design Office staff/external consultants)		
	Finance	Development, monitoring and reporting on EV budgets for individual schemes and overall programme in excess of £2M and approximately £500,000 annually		
	Physical	Manage the production of the EV Programme Monthly Progress. Responsible for maintaining and accurately up keeping of EV programme records.		
	Clients	Councillors, members of the public, parish councils, external organisations and central government departments.		
Duties and key result areas: <ul style="list-style-type: none">• Preparation and/or update of the organisation's EV Infrastructure Strategy• Develop strong links across internal teams within the organisation, such as the [Transport Planning, Procurement, Parking, Highways, Economic Development, Corporate assets /property /estates, Operations teams, legal, Climate, PR & Comms/Marketing, and Place Directorate] teams to deliver EV infrastructure in an efficient and coordinated way.• [For a County Council / Combined Authority] Demonstrating efficient coordination with constituent authorities / constituent district councils. For instance, by hosting regular forums and catch ups to ensure a coordinated county / combined authority approach to EV infrastructure.• Coordinating regionally with neighbouring local authorities, the Distribution Network Operator and the relevant Sub-National Transport Body.• Working closely with the Office for Zero Emission Vehicles and ensure that local EV charging strategy aligns with the national EV infrastructure strategy.• Develop an awareness and understanding of regulations and requirements relating to EV chargepoints, e.g. BS PAS 1899, non-proprietary payment methods, smart charging etc.• Keep up to date with planning team on privately funded EV infrastructure projects.• Get involved with economic development strategy surveys to engage and track businesses electrifying their fleets to share case studies				

Preparation

- Preparation / Coordination of specification and tender documents to procure charging infrastructure.
- Preparation of bids for LEVI capital funding and/or other sources of funding.
- Identification of suitable locations for charging infrastructure deployment.
- Consultation with residents and businesses.
- Commissioning and interpreting of data analytics to support the identification and selection of suitable locations for charging infrastructure deployment.
- Coordinating the development of EV and EV infrastructure procurement specifications.
- Lead engagement with the chargepoint installation market and supply chain for the lifecycle of installing the chargepoint – from chargepoint operators and Distribution Network Operators, through to the residents themselves.
- Collaborating with the LEVI Support Body on knowledge sharing and attendance to events. Use the tools of the LEVI Support Body and contacts of the Regional Leads to support with gaps in knowledge and expertise, as well as networking.
- Support planning and building regulations teams with EV infrastructure advice and reviews (as required)

Delivery

- Working with the legal team to manage the chargepoint operator contract and any associated contracts with necessary bodies, consultants etc.
- Manage the delivery of EV Infrastructure programme from public infrastructure to council fleet electrification and ensure future innovations and periodically reviewed throughout the life of the EV plan, as per the EV Infrastructure Strategy
- Work closely with the corporate assets team to oversee the installation of charging infrastructure
- Identify blockers to installation and work with internal and stakeholders to implement long term resolutions. Communicate these challenges to the Energy Saving Trust (Local Government Support Programme) and the Office for Zero Emission Vehicles.
- To ensure that EV infrastructure across council land reviews the needs of council staff charging, fleet electrification charging, residents and potential to support nearby public body charging (NHS, Police, Fire, neighbouring councils) to ensure the right chargepoint, right place, accessibility and back office systems are interoperable.
- Support project development of electrification of depot(s) and non-depot fleet.
- Support upskilling of staff for electrification of council fleet

Operation

- Ensure good service provision on the infrastructure network.
- Manage the contract and monitor the KPIs, including the provision of data to the Department for Transport (Office for Zero Emission Vehicles) where funding has been provided. Ensure data is available for wider business cases and to support EV strategy and plans.
- Risk Assessment on contract with length of contract, income, tariff upon delivery model chosen.
- Monitoring of fleet electrification and upskilling of maintenance staff with operations team identifying, analysing, and delivering income generated from the EV charging infrastructure.
- Identify stakeholders to determine appropriate engagement plan. Raise awareness of EVs and their current capabilities and economics to promote the transition to EVs to residents and businesses, above the usual council channels.
- Provide engagement opportunities for the local community to understand further about EVs and chargepoint market. This can include through local networks or businesses, as well as engagement with landlords to ensure that tenants have access to charging infrastructure.

- Submit applications for external funding through partnership working with central government and other organisations.
- Represent the interests of the County Council at public meetings, town or parish council meetings, as appropriate and as a member of the Northumberland Road Safety Group and Northumberland Safer Roads Initiative Working Group.
- Manage and maintain appropriate work records to the required service standard, observing data protection, privacy and confidentiality rules and procedures
- Adopt effective and constructive relationships with colleagues and external contacts including the Department for Transport, Government Office for the North East, transport operators, parish councils and others for the development of transport strategy, policies, projects and initiatives.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements: Working patterns: Working conditions:	Generally, office based, with travel to work sites throughout the County and further afield on occasion. Normal office hours with occasional attendance at meetings on an evening. Office based with occasional site visits at all times of the year in all weather conditions. Lone working on the highway needs concentration and awareness to ensure own and others safety. Working in a busy large open plan office with numerous disruptions and conflicting demands from others
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Northumberland
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**PERSON
SPECIFICATION**
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Post Title: EV Senior Project Officer	Director/Service/Sector: Highways and Transport, Infrastructure Management	Ref: 4388
Essential	Desirable	Assess
Knowledge and Qualifications		
<ul style="list-style-type: none"> BTEC HND or equivalent, equivalent to level 5 in the National Qualification Framework In depth knowledge of relevant legislation, policies and procedures in relation to the specialist area of Highways and Transportation. Membership of a relevant professional organisation. Good knowledge of Microsoft Office applications 	<ul style="list-style-type: none"> Bachelors degree in Civil Engineering or equivalent Relevant professional qualification (e.g. Incorporated Engineer, AMICE) 	(a)
Experience		
<ul style="list-style-type: none"> Extensive experience of engaging effectively with members, stakeholders and the public Experience in a supervisory roll, demonstrating leadership and organisational skills Experience in meeting deadlines and working to a set schedule Experience of IT and word processing systems Experience in working with minimum supervision 	<ul style="list-style-type: none"> Experience of delivery of highway related schemes Effective working with outside organisations Experience of carrying out consultation exercises 	(a) & (i)
Skills and competencies		
<ul style="list-style-type: none"> Skilled in the use of Information Technology Ability to collate, analyse and interpret information from a variety of sources Ability to advise, guide, negotiate and persuade Ability to communicate with individuals and groups, both verbally and in writing Ability to organise and prioritise own workload to meet specified deadlines Ability to work on own initiative. Ability to plan own workload. 		(a) & (i)
Physical, mental and emotional demands		
<ul style="list-style-type: none"> Dexterity, co-ordination and sensory skills to achieve keyboard accuracy Normally works from a seated position with some need to walk, bend or carry items Need to maintain general awareness, with prolonged periods of concentrated mental attention. 		(a) & (i)
Motivation		

<ul style="list-style-type: none"> • Proactive and achievement orientated • Works with minimal direct supervision • Conscientious and flexible attitude to work 		(a) & (i)
Other		
Must be able to meet the transport requirements of the post		(a) & (i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits