Job Title Electric Vehicle Project Manager   
Grade 09

GRADE xx

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy.

Our Outcomes

Everyone in Staffordshire will:

* Have access to more good jobs and share the benefit of economic growth.
* Be healthier and more independent for longer.
* Feel safer, happier and more supported in their community.

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens.
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions.
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

**Connected and Sustainable County – Economy, Infrastructure & Skills Directorate**

To improve the County's economic prosperity by making Staffordshire a place where people can easily and safely access everyday facilities and activities through the highways and transport networks.

This will be accomplished by;

* Ensuring highway and transport strategies and programmes support economic prosperity
* Supporting and enhancing connectivity and equality of access in order that our transport activities contribute to the health and quality of life in our communities
* Maintaining and improving safety on our transport networks

**The Connected and Sustainable County Service comprises of three teams;**

Connectivity Strategy

Future Connectivity

Connectivity Operations

**Connectivity Strategy**

The Connectivity Strategy Team develops Staffordshire’s transport policy documents and provides expert advice to shape the connectivity strategy and ensure that the Infrastructure Development Plans associated with the Local Plans (produced by the eight district/borough councils) are fit for purpose. It also offers an in-house transport consultancy service, preparing assessments in support of the County Council’s development projects.

The team responds to developing national transport policies and takes a lead role in developing funding bids when transport funding streams become available

**Future Connectivity**

The work of this team centers on activities that support Staffordshire Connectivity Strategy. This support can come in a number of forms but principally it provides a) financial assistance for bus travel in the form of managing and administering the older person and disabled concessionary scheme b) provision and management appropriate public transport infrastructure, c) provision and management of public transport information and d) support for sustainable travel activities across Staffordshire.

**Connectivity Operations**

The Connectivity Operations team is responsible for procuring transport journeys not possible by the network of commercially operated services. These activities are currently being reviewed as part of the holistic transport review.

Procurement activity is split between three main areas; a) mainstream home to school transport, b) Special Educational Needs (SEN) transport and c) the provision of public services which are not provided commercially but are considered necessary on the grounds of social need.

The team also has close links with staff in the Children and Families Directorate and Health and Care Directorate and procures some, but not all, of the transport required for vulnerable adults and children. The team works with and supports community/voluntary transport providers.

Reporting Relationships

Responsible to: Electric Vehicle Infrastructure Delivery Manager

Responsible for: N/A

Key Accountabilities:

1. Plan, lead and monitor the Local Electric Vehicle Infrastructure and support other Electric Vehicle projects ensuring they are delivered within the agreed timescales and resources.
2. Monitor Electric Vehicle Infrastructure project budgets.
3. Provide detailed and co-ordinated mapping of current and future Electric Vehicle infrastructure plans and needs.
4. Carry out research and understand enhancements in Electric Vehicle technology to provide technical advice and recommend the most appropriate infrastructure type and site identification.
5. Work with an array of Staffordshire County Council internal service areas and officers, district and borough officers, partners and stakeholders to ensure successful delivery of Electric Vehicle Infrastructure projects.
6. 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.
7. Recommend actions or variations as necessary to the Electric Vehicle Infrastructure Project Team and associated Project Boards, to ensure successful project delivery, and oversee indirect reports for the delivery of Electric Vehicle Infrastructure projects.
8. Work with the County Council Communications and Marketing Team to ensure maximum positive publicity for Electric Vehicle Infrastructure projects to achieve high engagement with Electric Vehicle Infrastructure.
9. Identify and apply for external funding to support Electric Vehicle Infrastructure projects.
10. Ability to travel across the County and attend district and borough offices, potential off-street and on-street Electric Vehicle Infrastructure sites.
11. Ability to travel and attend networking events within the UK.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident**  **Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * Educated to degree level or equivalent project management qualification or experience of managing projects | A |
| **employer_small**  **employer_small** | **Knowledge and Experience**   * Demonstrable experience of project delivery, planning and development. * Demonstrable experience of project management including co-ordination, managing budgets, monitoring and evaluation * Experience of working effectively in partnership with a range of individuals and organisations * Understanding of Local Government structures and services * Awareness of Electric Vehicles and Electric Vehicle Infrastructure. * Computer literate with the ability to use a range of IT packages including the ability to manage and analyse data. * Ability to provide clear balanced advice and guidance in a political environment. | A/I |
| **employer_small** | **Skills**   * Able to communicate effectively with a range of internal and external stakeholders, including members of the public using written, oral and listening skills. * Ability to engage, persuade and negotiate with partners. * Demonstrate a high degree of personal resilience, initiative, enthusiasm and motivation, creativity and innovation. * Able to take a creative and proactive approach to challenges, opportunities and problem-solving. * Able to work independently and as an effective member of a team. * Able to build effective working relationships.   This post is designated as a casual car user | A/I |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Recruitment Admin Team on 01785 278300**

**Shared Services on 01905 947446**