

## Job Description

**JOB TITLE:** Lead EV Infrastructure Officer  
**POSCODE:** CCC2725  
**GRADE:** P1

### Overall purpose of the job

The Lead EV Infrastructure Officer role involves working to develop and progress delivery of public electric vehicle (EV) charging infrastructure across Cambridgeshire, primarily on the public highway.

This work is undertaken to support the delivery of key corporate and partner priorities, including in relation to:

- Cambridgeshire County Council's Climate Change and Environment Strategy and delivery of Net Zero emissions for Cambridgeshire by 2045.
- The Cambridgeshire and Peterborough Combined Authority's (CPCA) Local Transport & Connectivity Plan and the forthcoming EV Infrastructure Strategy and Alternative Fuel Strategy
- The Greater Cambridge Partnership transport programme
- The District and City Council's Local Plans, Climate Change Strategies and Air Quality ambitions.

The role involves developing a corporate approach to public on-street EV Infrastructure, including work to establish internal governance, business / commercial model(s), options appraisal / scheme development / appraisal, procurement, and business case development as appropriate to enable draw-down of tranche 2 of the Local Electric Vehicle Infrastructure (LEVI) fund from the CPCA in March 2024.

This approach will involve seeking greater alignment with the districts to ensure a geographically distributed EV chargepoint network is identified and achieved and help ensure funding can be secured to support delivery of priorities.

This role also involves working across the Transport Strategy and Funding service (TSF) and with partners to help develop a more consistent and collaborative approach towards funding for key infrastructure. This will include working to support the securing of funding through commercial investment, governmental grant, or other mechanisms towards priority schemes.

## Main Accountabilities

	Main accountabilities
1	<p><b>Transport and Infrastructure Policies and Strategies</b></p> <p>Lead the development of appropriate transport and infrastructure policies and strategies for Cambridgeshire, to support the implementation of strategic transport decarbonisation and infrastructure objectives.</p> <p>Develop implementation plans for the deployment of County-wide EV charging infrastructure, including the co-ordination, project management, community engagement, review and monitoring of programmes and projects related to transport and infrastructure</p> <p>Undertake community engagement as required to input to the Council's approach and be the primary point of contact for the public and other outside parties for all Electric Vehicle infrastructure matters.</p>
2	<p><b>Project Management</b></p> <p>Identify and scope potential EV charging schemes and establish prioritisation methodology for key projects and locations across Cambridgeshire.</p> <p>Project manage and co-ordinate key projects across the TSF service related to transport decarbonisation, infrastructure, and economic growth, including monitoring, and reporting progress, managing risks and claims process, escalating serious problems and disputes, recommending appropriate action, and monitoring income to compliance with funders and the Council's procedures and requirements.</p> <p>Secure buy-in for projects and investment from Senior Management and Councillors, including preparation of briefing notes, committee papers and support Senior officers through attendance at committee as required.</p>
3	<p><b>Technical Specification &amp; Governance of EV Infrastructure</b></p> <p>Lead the development of a Cambridgeshire technical specification for EV infrastructure on the public highway, including liaison with technical expertise across the Highways Service to ensure compliance with existing standards and requirements.</p> <p>Support the adoption of this specification within the Highways Operating Standard (HOS) and other relevant technical documents.</p> <p>Support Senior Officers to ensure the Council is aware of new innovations, best practice and legislative shifts regarding EV infrastructure as they come forward.</p> <p>Establish a robust Officer governance process for all EV infrastructure projects to ensure all relevant technical expertise is sought when projects are developed.</p>
4	<p><b>Procurement and Market Engagement</b></p>

	Main accountabilities
	<p>Establish a compliant, long term route to market and preferred business model for delivery of EV infrastructure that delivers local priorities while leveraging public and private investment.</p> <p>Develop and recommend appropriate commercial business model(s) for EV infrastructure deployment.</p> <p>Scope and draft an outline specification for the procurement of a suitable EV infrastructure provider and associated business case</p>
5	<p><b>Partnership working</b></p> <p>Support the development of a customer focussed approach to planning for transport and infrastructure.</p> <p>Engage and develop long-term working relationships with key partners such as the Combined Authority, District Councils, Adjacent Authorities, Department for Transport, LEVI Support Body/Energy Saving Trust, National Highways, Community Groups and businesses, to secure the necessary inputs to the project under the direction of the Service Manager.</p> <p>Liaise closely with colleagues in the Service, and more widely within the Authority to ensure effective co-ordination and a “one organisation” response to important issues. Liaise with colleagues across the directorate and the Council to ensure the service / projects are delivered in the most efficient, effective and co-ordinated manner.</p> <p>Build, develop and maintain partnerships relating to relevant areas of transport, infrastructure and economy, and scope opportunities for external funding to deliver our priorities.</p>
6	<p><b>Financial, Contract and Risk Management</b></p> <p>Maintain project documentation and risk registers, and comply with management processes. Comply with all relevant Health and Safety legislation and best practice in the planning, design and delivery of projects, including the Construction Design and Management Regulations</p> <p>Develop and negotiate on bids including bid content, governance and finance and identify the decision-making processes to submit bids, working across the teams to support the development of an overarching programme for funding key projects</p> <p>Manage budgets, ensuring they are efficiently utilised within cash limits, identifying issues when they arise and consulting with colleagues/ partners on issues/ best way forward. Support the development and implementation of risk monitoring and management processes in accordance with corporate guidelines. Report on risks and monitor progress in accordance with guidelines</p>
7	<p>Demonstrate an awareness and understanding of equality, diversity, and inclusion.</p>

## Person Specification

### Qualifications, knowledge, skills, and experience

Minimum level of qualifications required for this job

Qualifications Required	Essential/ Desirable
Degree or equivalent in a transport, environment or related discipline, <b>OR</b>  Degree or equivalent in any subject and a postgraduate qualification in management or a transport related discipline, <b>OR</b>  Significant relevant and demonstrable experience of working in project management, transport planning or climate change.	Essential
Membership of the Chartered Institute of Transport or other appropriate professional body	Desirable
Project or Programme Management Qualification	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
Transport Policy & Strategy	Working knowledge and understanding of the issues surrounding transport policy, strategy, codes of practice etc  Thorough understanding of links between land-use planning and transport including statutory planning processes  Thorough understanding of the relationship between transport and decarbonisation policies  Understanding of the key issues and challenges related to infrastructure planning and delivery	Essential
Funding and Legislation	Good understanding of legislation and funding opportunities affecting transport and infrastructure development.  Knowledge of practices, programmes and funding sources and bidding for funding for transport & Infrastructure	Essential

Identify	Describe	Essential/ Desirable
Transport Decarbonisation and Electric Vehicles	Knowledge and understanding of the issues surrounding decarbonisation of transport, in particular electric vehicles and associated infrastructure  Good understanding of wider decarbonisation and climate change policy	Desirable
Local government	Knowledge of the range of functions of local government	Desirable
<b>Skills and aptitudes</b>		
Communication	Ability to communicate effectively both orally and in writing, to a range of different audiences, including Councillors, staff at all levels and members of the public.  Confidence and persuasive in presenting information to a range of different audiences.  Well-developed customer awareness and sensitivity in consulting and dealing with the public and the media.  Political sensitivity and the ability to manage conflicting priorities	Essential
Analytical & Decision Making	Ability to explore and evaluate policy options, including textual analysis and put forward recommendations.  Pro-active approach to problem solving and decision-making skills  Thoroughness in approach to work and good attention to detail.	Essential
IT	High level of IT skills, including competence in use of spreadsheets, databases, word processing and presentation packages, project management software, competence using the Internet.	Essential
Flexibility	Willingness to work flexibly to meet the needs of the role.	Essential
Travel	Full UK Driving Licence and ability to travel across the county (pool transport is available)	Essential

Identify	Describe	Essential/ Desirable
Interest in environmental issues and/or transport decarbonisation	Enthusiasm and commitment to the transport decarbonisation agenda, tackling climate change and/or improving local environments.	Desirable
<b>Experience</b>		
Strategy / Delivery Plan Development	Experience of leading the development of strategy or delivery plans for infrastructure deployment	Essential
Project management	<p>Practical experience of project development and delivery, including development of business cases and establishment of governance arrangements.</p> <p>Experience of project management tools and techniques, risk management and financial controls.</p>	Essential
Time management	<p>Experience of planning and prioritising own workload and delivering to set timescales.</p> <p>Demonstrable ability to work independently and with limited supervision on a variety of tasks and the ability to think clearly and act quickly</p>	Essential
Partnership working	<p>Ability to build effective working relationships, to support effective partnership and cross-authority working.</p> <p>Practical experience in dealing and negotiating with consultants and contractors and other organisations</p> <p>Experience of working across departmental boundaries in a large organisation.</p>	Essential
Team Working	<p>Proven experience of working effectively as part of a team, including:</p> <ul style="list-style-type: none"> <li>• Ability to plan, manage and prioritise workload and resources to meet deadlines</li> <li>• Ability to work quickly and to deadlines</li> <li>• Takes personal responsibility for making things happen and achieving desired results.</li> </ul>	Essential

Identify	Describe	Essential/ Desirable
Procurement	Experience of public sector procurement, market engagement, developing detailed specifications, contract negotiation and managing the procurement process.	Desirable
Grant Application Drafting	Experience of successful development and drafting of grant funding applications.	Desirable
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	Essential

### Disclosure Level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

### Work Type

What work type does this role fit into?	Fixed	Hybrid Y	Field	Home
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## Team Structure Chart

