

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Electric Vehicles Infrastructure Officer

Asset & Environment

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.



West
Northamptonshire
Council

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

Purpose and impact:

The Electric Vehicles Infrastructure Officer maps optimal locations for infrastructure deployment, evaluating them based on agreed criteria, and collaborating with the local DNO (Distribution Network Operator) to conduct feasibility assessments.

The post holder supports the Programme Manager and the wider project team with delivering the LEVI project which is sponsored by the Department for Transport and promote the transition to sustainable transportation in the area by increasing the availability of public electric vehicle charging infrastructure.

The post holder will assist in preparing procurement documentation and gathering relevant information to make well-informed decisions upon receiving proposals from charge point operators.

Accountable to:

Reports to: Senior Programme Manager – Electric Vehicles Infrastructure

Responsibilities:

1. To identify suitable locations for EV charging infrastructure based upon factors such as local availability of off-street parking, population density, accessibility for EV owners and the availability of local amenities.
2. To conduct feasibility assessments for potential charging hubs considering factors like site suitability, cost, and electrical grid capacity.
3. To ensure that the necessary systems and records are in place, up to date and sound to support project management, audit, and other requirements.
4. To maintain the project's risk register.
5. Working closely with stakeholders by supporting engagement and communications activities, including with local councils, communities and businesses, to ensure an informed and effective approach to EVs, including input to a demand registration and engagement tool.
6. To help to identify future funding opportunities and develop bids and business cases to secure funding to support further initiatives to support EVs and micro-mobility solutions
7. To provide direct support to the Principal Project Officer through the provision of project management information and reports relating to the LEVI-funded project.
8. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
9. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.

10. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post

11. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.

12. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

13. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(A) Application Form, (T) Test, (I) Interview, (P) Presentation, (D) Documentation.

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

Skills and abilities:	Essential / Desirable	Measured by
The post holder will need to be flexible in interpreting and analysing issues that various stakeholders may put forward that could affect a project.	Essential	A, I
The post holder has to be able to demonstrate excellent interpersonal communication skills, advising, influencing, persuading and negotiating at senior management and other levels within and external to the Council as appropriate in a confident manner.	Essential	A, I
The post holder has to be able to be proactive, diplomatic, and conscientious, possess strong influencing skills and self-awareness to ensure that decisions concerning projects are feasible.	Essential	
Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential	

Knowledge:	Essential / Desirable	Measured by
Knowledge and experience of a Electric Vehicle Infrastructure	Desirable	
Project Management or Business Process Analyst experience	Desirable	
A proven knowledge and experience of infrastructure projects such as broadband, telecommunication, streetlighting, utilities, etc.	Essential	
Considerable knowledge and experience of complex problem solving, prioritising, contingency planning and analytical skills.	Essential	
Knowledge and understanding of local, regional, national initiatives relating to electric vehicles infrastructure	Desirable	
Knowledge and understanding of the importance of continuous business improvement and the ability to assess current activities and make recommendations for improvements.	Essential	
Clear understanding of the local government environment, political awareness and the major influences and challenges it faces	Desirable	
Full knowledge of GDPR protection principles and experience of their application.	Essential	

Relevant experience:	Essential / Desirable	Measured by
Experience in a project-related environment	Essential	A, I, D
Experience of identifying problems and appropriate remedies and actions in a project, or comparable, environment	Essential	

Education, training and work qualifications:	Essential / Desirable	Measured by
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Degree or equivalent NVQ qualification or proven relevant work experience.	Essential	A, I, D
Evidence of continuous professional development.	Desirable	

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance, and verification of certificates.

Day-to-day in the role:

Hours:	37	Primary work base:	One Angel Square
Job family band:	Operations and Infrastructure 6	Worker type:	Part Flexible
Salary range:	£31.8k to £34.6k	Budget responsibility:	[provide c. £x figure]
People management responsibility:	[manager to insert]		

Working conditions & how we work:

This role requires visiting different locations in West Northamptonshire to arrange surveys, meet with contractors, plan works and monitor the delivery of EV project. Therefore, the individual must be able to attend multiple occasions on a specific day and have access to a facility to meet this requirement e.g. a car.

This role has been identified as a flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be for the majority of time.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent, and accountable. We can be trusted to do what we say we will.
H High Performing	We get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	We respect each other and our customers in a diverse, professional, and supportive environment.
I Innovate	We encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	We believe in people, will listen, learn, and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
 - **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
 - **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
 - **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.
- We want you to have balance and be happy.

