

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Senior Programme Manager – Electric Vehicle Charging Infrastructure

Assets & Environment, Place

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'.



West
Northamptonshire
Council

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.

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:

This role would be responsible for managing the EV Infrastructure strategy and 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.

Accountable to:

This role is accountable to the Energy Manager. The role sits within Asset & Environment - Works Services, part of the Place, Economy & Environment Directorate in West Northamptonshire Council.

Responsibilities:

This role includes the responsibilities listed below:

1. Co-ordinate with internal and external stakeholders and lead the preparation of the EV Infrastructure Strategy ensuring that the work is linked and contributes to other Council's strategies (e.g., Local Transport Plan, Sustainability Strategy, Air Quality Strategy, Asset Management Plan, and Central Northampton Parking Strategy) and the national EV infrastructure strategy. The strategy should identify both how WNC can directly procure EV charging infrastructure and how it can encourage and facilitate provision by others. The post holder will have access to advice and guidance from the LEVI support body, including CPD-accredited training.
2. Support the procurement of an EV charging infrastructure delivery contract for West Northamptonshire. This is currently anticipated to be a concession contract, with the chosen partner partially funding delivery of infrastructure from future user fees, covering WNC streets, roads, and car parks, and car parks provided by others who wish to participate ('site partners') such as parish councils and NHS bodies. The aim of this procurement would be to maximise the quantity and quality of EV charging provision.
3. Building strong relationships with internal and external stakeholders including, internally, CCTV & Transport Facilities, Property Strategy & Estates, Transport Planning, Procurement, Highways, Economic Development, Legal, Sustainability, and Communications teams and, externally, the Office for Zero Emission Vehicles, Energy Saving Trust neighbouring local authorities, parish councils and other potential site partners, and Distribution Network Operators. This would include conducting consultation with residents, businesses, and other stakeholders.
4. Co-ordinate with internal and external stakeholders and lead on the preparation of high quality bids for LEVI capital funding and/or other sources of funding, aiming to maximise investment in West Northamptonshire.

5. Programme management of the delivery of the EV infrastructure, ensuring future innovations are periodically reviewed, and ensuring sustained good service provision on the EV charging infrastructure network.
6. Supporting related activity which maximises the benefit of delivering EV charging infrastructure such as supporting Council fleet electrification, relationships with renewable energy generation, and encouraging EV take-up generally. Providing engagement opportunities for the local community to understand further about EVs and charge point market. This may include engagement through local networks or businesses, as well as engagement with landlords to ensure that tenants have access to charging infrastructure.
7. 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.
8. 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. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

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
Well-developed policy development skills.	Essential	A, I, P
Coordination, liaison, and the ability to plan and monitor progress of policy interventions.	Essential	A, I
Able to demonstrate excellent writing and numeracy skills for analysis and report writing and presentation to senior management level.	Essential	A, I
Communication with ability to represent the service with direction at challenging meetings, with integrity and confidence.	Essential	A, I
Able to demonstrate higher level thinking skills, in order to think through issues, make connections and establish solutions which draw on the bigger picture view of infrastructure deployment.	Essential	A, I
Ability to successfully procure and manage large scale commercial contracts.	Desirable	A, I, P
Ability to work in a team environment.	Essential	A, I
Ability to lead a team.	Desirable	A, I
Ability to travel to different locations.	Essential	A, I
Demonstrate effective use of Office 365 tools (including Word, Excel, Teams, OneDrive, etc.) or ability and willingness to undertake quickly develop such skills.	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
Clear knowledge base relating to project managing the delivery of infrastructure projects in a similar field such as electricity, transport and telecommunication for example.	Essential	A, I, P, D
Awareness of issues in delivery of infrastructure projects in a similar field such as electricity, transport and telecommunication for example.	Essential	A, I, P
Detailed knowledge of delivery of infrastructure projects in a similar field such as electricity, transport and telecommunication for example.	Essential	A, I, P
Knowledge of the principles and practice of procuring large scale commercial contracts.	Essential	A, I, P
Knowledge and understanding of public procurement of large scale concession contracts or the ability to rapidly learn this.	Desirable	A, I, P

Relevant experience:	Essential / Desirable	Measured by
Experience of procuring large scale commercial contracts.	Desirable	A, I
Experience of project management in delivery of infrastructure projects.	Essential	A, I, P, D

Experience of budget management.	Essential	A, I
Experience of developing funding applications.	Desirable	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Relevant degree level education or equivalent professional qualification (or relevant proven experience).	Essential	A, D
Chartered membership of a relevant professional body.	Desirable	A, D

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 per week	Primary work base:	The Guildhall
Job family band:	Operations & Infrastructure	Worker type:	Flexible
Salary range:	£40k to 43k	Budget responsibility:	Circa £2m
People management responsibility:	Proposed support role		

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.

