

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Contract 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'.

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:

This role would be responsible for procuring electric vehicles charging infrastructure (EVCI) contracts and ensuring they are planned and managed in order to deliver the works safely, to the quality standards, on time and within budget in line with the Council policies and procedures.

You will work closely with officers, contractors, stakeholders, elected members and funders 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. Procure and manage a concession contract(s) to implement the West Northamptonshire Electric Vehicles Infrastructure strategy ensuring future innovations are periodically reviewed, and ensuring sustained good service provision on the EV charging infrastructure network
2. Carry out negotiation and stakeholder management with procured Charge Point Operator(s) (CPO) and regulatory bodies to ensure projects run smoothly and efficiently.
3. Track project progress against objectives, KPIs, timelines, and budget and identify project risks and take action to mitigate them.
4. Assist in the management of the pre-construction activities and to supervise all onsite construction works.
5. Monitor construction and installation activities. Ensure installed charging infrastructure is up to standard and safe to use.
6. Oversee the compliance of Health and Safety procedures (CDM 2015).
7. Monitor the operation of the EVCI to ensure compliance with contract objectives and KPIs to ensure that the contract maximises revenue generation.
8. 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.

9. 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.
10. 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
Ability to successfully procure and manage commercial or concession contracts.	Essential	A, I
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 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 EVCI, electricity, highways, transport and telecommunication for example.	Essential	A, I, D
Detailed knowledge of delivery of infrastructure projects in a similar field such as EVCI, electricity, highways, transport and telecommunication for example.	Essential	A, I
An understanding of infrastructure development processes within Streetworks/NSRWA environment - planning, development application, building certifications, and Health and Safety procedures and requirements (CDM 2015)	Essential	A, I
Knowledge of the principles and practice of procuring commercial or concession contracts.	Essential	A, I

Relevant experience:	Essential / Desirable	Measured by
Experience of procuring commercial or concession contracts.	Essential	A, I
Experience of project management in delivery of infrastructure projects.	Essential	A, I, D
Experience of budget management.	Essential	A, I
Experience of developing funding applications.	Desirable	A, I

Experience with UK distribution networks and connection processes.	Desirable	A, I
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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:	One Angel Square
Job family band:	Operations & Infrastructure	Worker type:	Flexible
Salary range:	£38k to 40k	Budget responsibility:	Circa £7m
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.

