**BRIGHTON & HOVE CITY COUNCIL JIN 4592**

**JOB DESCRIPTION**

**JOB TITLE: Electric Vehicle Strategy Manager**

**REPORTS TO: Parking Strategy & Contracts Manager**

**DEPARTMENT: City Transport**

**SECTION: Parking Services**

**PURPOSE OF JOB**

To devise and implement the Electric Vehicle (EV) strategy for Brighton & Hove City Council.

Project manage the design, implementation and delivery of the EV infrastructure ensuring a good service provision is provided on the network and all key stakeholders are consulted

Identify, and assist with the procurement of specialist services required.

**PRINCIPAL ACCOUNTABILITIES**

1. Prepare the Electric Vehicle (EV) Infrastructure Strategy for the council, by working closely with the Office for Zero Emission Vehicles (DfT) to ensure that the strategy aligns with the national Electric Vehicle Infrastructure strategy
2. Develop and maintain meaningful working relationships and to be the key communicator with partners and stakeholders including neighbouring authorities, region groups and Distribution Network Operator, and the Transport for the South-East, Sub-National Transport Body. Attend events as a representative of the Council to collaborate with partners and stakeholders
3. Raise awareness and understanding of EVs and their current capabilities and economics to promote the transition to EVs to residents and businesses by providing engagement opportunities. Developing, and implementing marketing and communication to the local community. To ensure forecasted take up of Electric charging point use and revenue expectations
4. Identify, develop, and prepare funding opportunities and bids to support the development and delivery of the EV rollout programme. Including producing viable business cases for the deployment of charging infrastructure.
5. Commission research and interpret data analytics to identify suitable locations for charging infrastructure deployment around the city. Assessing physical viability of sites whilst considering expected uptake and objects to provide fair and consistent city coverage to ensure EV infrastructure is available for all.
6. Identify and procure specialist services for the efficient running of the EV infrastructure, in line with Council policies and Department for Transport (Office for Zero Emissions Vehicles) objectives. Instructing contractors and ensuring they are appropriately qualified.
7. Manage the delivery and installation of EV infrastructure including site visits with Civil contractors and charge point operators. Ensuring services needed to develop, maintain, and monitor the city’s EV infrastructure installation and life cycle are identified and implemented.
8. Manage contracts, produce reports, and monitor the KPIs, including the provision of data to the Department for Transport, grant issuer, corporate modernisation boards and committee’s
9. To implement best practice project management techniques and systems, for projects and externally funded programmes of work to timescale and budget. Including preparing progress, risk management and end stage reports for agreed project business plans for team meetings and Project Boards.
10. Support and where necessary lead, on consultations with the public, local interest groups, elected members, other council departments, statutory undertakers, external contractors, and developers and the public in relation to EV projects.

**General responsibilities**

# To work within and actively promote the City Council’s Inclusive Council Policy in relation to service delivery and staff management.

To ensure all operations in their areas of responsibility are conducted according to the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and all relevant legislation and council policy.

In particular: as set out in Section 4 of the Council’s Health and Safety Policy, and within their area of responsibility:

• To maintain awareness of current Health & Safety legislation and ensure that all employees understand and comply with Health and Safety Policy; that they are informed, trained and supervised to safeguard their own and others welfare and safety

• To carry out risk assessments and ensure implementation of and adherence to safe systems of working practice

• To report and investigate accidents or incidents promptly, implementing recommended action for improvements to safe working practice

• To ensure that safe premises, equipment and working environments are maintained

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

This job description sets out the duties of the post at the present time.

**PERSON SPECIFICATION**

**JOB TITLE: Electric Vehicle Strategy Manager**

**DEPARTMENT: City Transport**

**SECTION: Parking Services**

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| **CRITERIA** | **ESSENTIAL CRITERIA** |
| **Job Related Knowledge, qualifications** **and Experience**  | * Qualified to Degree Level or equivalent professional experience of parking projects ideally within the Electric Vehicle field.
* High degree of political sensitivity – understanding and awareness of different political/community interests and their aspirations.
* Experience of effective support and management of high-profile challenging projects.
* Knowledge of parking processes and initiatives.
* Wide experience of project management in a governmental context.
* Successful management and delivery of projects within tight timescales.
* Experience of using project management tools.
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| **Skills and** **Abilities** | * Highly skilled at problem solving.
* Good ICT and technical knowledge.
* Excellent report and business case writing skills.
* Skilled in public consultation and stake holder engagement.
* Able to work to immovable deadlines with critical financial implications.
* Able to demonstrate tenacity and influence.
* Able to manage and complete projects with the use of minimal time or resources.
* Excellent presentation/communication/negotiation skills.
* Demonstrable capacity for creative and strategic thinking; able to generate new ideas, alternative options and develop realistic and practicable strategies.
* Experience of preparing successful funding bids.
* Experience of attending public meetings and dealing directly with elected members, the general public, and senior officers.
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| **Equal Opportunities****Health & Safety** | * Embrace and implement the Council’s Equality Policy.
* Lead on the production of Equality Impact Assessments where there are significant changes to service provision .
* To carry out all duties in accordance with the Council’s Equalities Policies.
* Commitment to acquiring awareness of current Health and Safety legislation as it applies to their area of responsibility and to attending relevant Health & Safety training.
* Awareness of the need to identify hazards in their area of responsibility and the ability to assess and manage the associated risks.
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| **Other Requirements** | * Able and willing to work outside normal office hours as required e.g. to attend ‘out-of-hours’ meetings.
* Ability to work in person on the public highway.
* The post-holder will be required to present a good image of the Council.
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