

JOB DESCRIPTION

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| JOB TITLE: | Electric Vehicle Infrastructure Officer |
| MANAGED BY: | Head of Transport Strategy |
| GRADE: | 9 |

BACKGROUND

The West of England Combined Authority is seeking to appoint an Electric Vehicle Infrastructure Officer to join the Combined Authority's Transport Strategy team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

You will be a key player as we create West of England Sustainable Transport. We are delivering on the big transport improvements people in the region need and deserve, changing how people travel, making journeys affordable, reliable, enjoyable, and safe.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

Reporting to the Head of Transport Strategy, the postholder will have a vital role to play in leading the development, and overseeing the delivery, of publicly-funded electric vehicle charging infrastructure in the West of England.

The successful candidate will work flexibly and collaboratively with colleagues across the organisation and with external partners, including officers from our constituent local authorities, to develop an ambitious set of funding proposals for new EV charging infrastructure and oversee the proposals through to delivery.

The postholder will join the Combined Authority at an exciting time, with central Government grant funding from the Local EV Infrastructure Fund expected to provide a

significant opportunity for the region to build on the delivery of the established “Revive” chargepoint network and deliver a step change in access to public chargepoints for people in the West of England.

The successful candidate will identify and unlock third-party match funding opportunities for EV chargers in the West of England, to help maximise the level of investment in EV charging infrastructure for people in the region.

KEY RESPONSIBILITIES

The successful candidate will be the Combined Authority’s EV charging infrastructure lead, with responsibilities to include:

1. Work with Combined Authority officers, the West of England’s Local Authorities, and other external partners to progress the development of the West of England’s ambitious Local EV Infrastructure Funding (LEVI) proposals.
 - a. This will build on earlier development work undertaken under stage 1 of the funding application process (currently underway).
 - b. The successful candidate will manage the development of the investment proposal from the Expression of Interest stage through to full bid submission and oversee the delivery as the client.
2. Commercial activities, including soft market testing required to identify suitable third party delivery partner/s, procurement of third party chargepoint delivery partner/s and ongoing negotiation and contract management.
3. Be the client for the delivery and installation of EV charging infrastructure.
4. Management of internal and external stakeholder relationships, ensuring strong, collaborative working with internal stakeholders, with our Unitary Highway Authorities and with OZEV’s support body, including the Energy Saving Trust.
 - a. This includes any external third parties involved in the delivery of the West of England’s bid for government funding, potentially including third party chargepoint operators.
5. Effective and efficient project management of EV infrastructure-related projects, including management of colleagues, external contractors, consultants, and budgets.
6. Data management. The development of a data management plan that includes identification of data that will need to be captured from the charge point programme, such as management, usage and technical and work closely with data leads within and across partner organisations.

7. Internal reporting and project governance.

The postholder will also support the Transport Strategy team's wider functions by:

1. Providing technical advice to other Combined Authority officers and the Unitary Authorities on EV charging matters.
2. Providing advice to the Combined Authority on its public-facing EV Charging Strategy (Action Plan).
3. Other tasks as directed by the Head of Transport Strategy.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Knowledge of EV chargepoint deployment and works required to deliver the associated infrastructure.
- Strong commercial knowledge of different EV charging delivery models open to local authorities.
- Educated to degree level in a relevant academic subject or significant experience of working in a related field.
- Considerable project management knowledge or relevant experience to demonstrate a commensurate level of knowledge.
- Delivery experience of multi-disciplinary projects of considerable scale and complexity.
- Extensive understanding of transport and highways legislation, regulations, national policies and professional best practice.
- Good understanding of UK and EU public procurement requirements.

Experience

- Experience working with industry on the successful delivery of EV charging infrastructure.
- Project management experience in the delivery of transport, infrastructure and/or energy projects.
- Bringing stakeholders together to work collaboratively on projects
- Work with multi-disciplinary technical teams.
- Managing third-party consultants / contractors, controlling scope and project changes.
- Managing and reporting on contract performance, resolving issues, managing risks and overseeing delivery of projects.
- Proven ability to understand complex issues and present complex information to a range of key stakeholders in a sensitive and persuasive manner to secure buy-in and engagement.

Skills and Competencies

- Ability to deal professionally with a range of often conflicting views, working collaboratively with partners to agree priorities and achieve shared outcomes.
- Strong stakeholder engagement and negotiation skills.
- Excellent project management skills.
- High standard of written and verbal communication.
- Demonstrable commercial awareness
- Always work in a collaborative way while simultaneously setting direction
- Holds oneself and others to account for delivery
- Understanding of working in a political environment.

DESIRABLE

- Understanding of relevant highway authority functions and legislation (e.g. Traffic Regulation Order processes).
- Experience of working within a Local Highway Authority or Combined Authority environment.
- Chartered by a relevant industry body (e.g. APM, ICE, IStructE, RICS)

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £14.21 - higher than the government minimum for **over 23s, currently £9.50 per hour**



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.