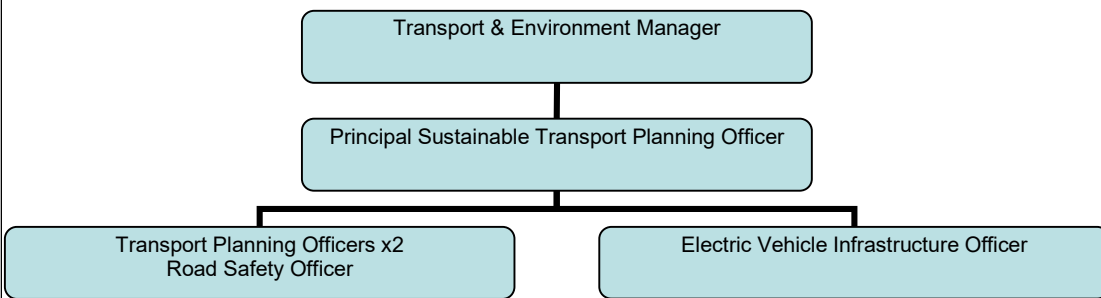


Job Description

Department:	Place & Economy		
Division/Section:	Peterborough Highway Services		
Job Title:	Electric Vehicle Infrastructure Officer		
Post No:	TBC		
Grade:	TBC		
Reports to Post No / Title:	Principal Sustainable Transport Planning Officer		
Line Management responsibility for:	0 Direct Reports		
CRB Check applicable?		Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/> None <input checked="" type="checkbox"/>
Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Organisation Chart:	 <pre> graph TD TEM[Transport & Environment Manager] --> PSTPO[Principal Sustainable Transport Planning Officer] PSTPO --> TPO[Transport Planning Officers x2 Road Safety Officer] PSTPO --> EVIO[Electric Vehicle Infrastructure Officer] </pre>		
Job Purpose:	<p>The primary purpose of this post is to be responsible for the successful delivery of electric vehicle charging infrastructure across the council's estate and on-street, from initial feasibility scoping through business case to procurement and implementation. This will aid the decarbonisation of transport across Peterborough, directly supporting the council's commitment to net-zero.</p> <p>The postholder will lead on the identification and development of charging options, including identifying best practice, testing market opportunities and developing stakeholder buy in and support.</p> <p>The postholder will directly and indirectly work alongside colleagues and the wider council to drive forward complementary projects to support the carbon reduction agenda.</p>		

Accounting for:	Accounting for Nil. This post will not have direct budget management responsibilities.		
Description prepared by:	Lewis Banks	Date:	24/02/2023
Description agreed by postholder:		Date:	
Authorised by Director:		Date:	

Main Duties and Responsibilities:

1. Drawing on best practice, market engagement and local knowledge develop an Electric Vehicle Charging Implementation Strategy for roll out across the city consistent with strategic priorities, relevant legislation and regulation. This includes liaising with stakeholders both internally and externally to ensure buy in and support throughout.
2. To be responsible for the effective and efficient execution of prioritised projects within the Electric Vehicle Charging Implementation Strategy using effective project management skills.
3. Identify funding opportunities from a variety of sources with the aim of expanding the programme. Take a lead role in applying for funding including drafting applications forms with support from colleagues as required.
4. To prepare briefs, procure, commission and client manage supply chain partners, ensuring delivery to time, cost and quality demonstrating effective project management skills.
5. To stay informed of latest electric vehicle infrastructure and alternative fuels policies, standards, best practice, innovations, products and cost-effective practices. Research and develop innovative solutions for greater efficiency and secure support from industry partners to implement trials as appropriate.
6. Act as the Council's point of expertise on Electric Vehicles and Electric Vehicle Charging Infrastructure and other alternative fuels supported by a broader understanding of sustainable transport initiatives.
7. Develop and ensure processes are in place to manage the Council's Electric Vehicle data collection and monitoring programmes, providing data to stakeholders as appropriate to inform, develop, monitor and review infrastructure to support further deployment as required.
8. To represent the Council in public meetings and face to face negotiations with residents and stakeholders to ensure that the aims and objectives of electric vehicle infrastructure schemes are fully communicated and, where possible, supported.
9. Provide timely responses to all statutory and discretionary consultations received.
10. Deal promptly and efficiently with enquiries and correspondence.
11. Be familiar with Council's procedures, in particular Standing Orders relating to contracts.
12. To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.
13. To comply with all Health & Safety at work requirements as laid down by the employer.

Flexibility	Other duties and responsibilities express and implied which arise from the nature and
--------------------	---

Clause:	character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible Peterborough City Council reserves the right to make changes to your job description following consultation.</p>