

Person Specification

JOB TITLE:	Electric Vehicle Infrastructure Project Officer	POST NO:	
SCALE:		DEPARTMENT:	Place & Economy
DIVISION:	Peterborough Highway Services	DIRECTOR:	Adrian Chapman
DATE:	24 February 2023	COMPLETED BY:	Lewis Banks

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<p>E1.1 Knowledge of electric vehicle policy and strategy locally, nationally and internationally (A) (I)</p> <p>E1.2 Knowledge of sustainable/ active travel and climate change policies (A) (I)</p> <p>E1.3 Knowledge of project management techniques (A) (I)</p>	D1.1 Knowledge of transport planning and land-use policies (A)
SKILLS & ABILITIES	<p>E2.1 Ability to problem solve and achieve objectives. (A) (I)</p> <p>E2.2 Excellent project management skills, proven in similar assignments (A) (I)</p> <p>E2.3 Experience of undertaking data analysis with accuracy and attention to detail (A) (I)</p> <p>E2.4 Well developed communication skills with the ability to communicate complex information to a range of audiences including committees. (A) (I)</p> <p>E2.5 Ability to analyse conflicting issues / problems, identify options available and advise colleagues accordingly. (A) (I)</p> <p>E2.6 Ability to work on own initiative in a pressured environment and be able to prioritise workload. (A) (I)</p> <p>E2.7 Strong IT skills including Microsoft Office and an ability to manipulate data in excel to produce relevant management information. (A) (I)</p>	D2.1 High level of commercial and contractual awareness. (A)
	E3.1 Proven success in the management and	D3.1 Knowledge and

EXPERIENCE	<p>delivery of projects (A) (I)</p> <p>E3.2 Experienced in the procurement, appointment and management of contractors – delivering best value (A) (I)</p> <p>E3.3 Experience of preparing client briefing documents, undertaking critical analysis of competing requirements. (A) (I)</p>	<p>experience in the specification and delivery of electric vehicle charging infrastructure (A) (I)</p>
QUALIFICATIONS	<p>E6.1 A degree in a relevant discipline or a relevant professional qualification and at least 3 years experience or the equivalent experience (A) (C)</p> <p>E6.2 Hold a current U K driving licence. (A) (C)</p>	<p>D6.2 Member of the Institution of Civil Engineers, an Incorporated Engineer, or Member of Institution of Highways & Transportation. (A) (C)</p>
PERSONAL CIRCUMSTANCES	<p>Ability to work evenings if required. (A) (I)</p> <p>Ability to travel, sustainably where possible, to different locations in Peterborough and the surrounding local area. (A) (I)</p>	
EQUALITY	<p>Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities particularly in relation to transport systems. (A) (I)</p>	
CUSTOMER CARE	<p>Knowledge and understanding of effective customer care. (A) (I)</p>	

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (A) Application / (I) Interview, (P) Presentation, (W) Written Test, (C) Certificate/License required.]