Electric Vehicle Engineer

JE Code: JE2613



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| **We are dedicated, respectful, collaborative, we are Milton Keynes City Council** | |
| **Service:** | Highways and Transportation |
| **Reports To:** | Traffic and Transportation Manager |
| **Job Family:** | Professional and Technical |
| **Grade:** | H |
| **Political Restricted:** | N |
| **Date:** | February 2024 |

**Key Deliverables**

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| 1. | Co-ordinate with internal and external stakeholders and lead the preparation of the EV Infrastructure Strategy ensuring the work is linked and contributes to other Council’s strategies (e.g., Transport Policy, Sustainability Strategy, Air Quality Strategy, Asset Management Policy, and Milton Keynes Parking Strategy) and the national EV infrastructure strategy. |
| 2. | Support the procurement of an EV charging infrastructure delivery contract, including the preparation of tender documentation and engagement with market providers, and to manage EV CPO contracts to the value of circa £3.1m, including the setting and monitoring of performance and other indicators and the reporting of delivery and operational performance, both internally and externally. |
| 3. | To co-ordinate the delivery of EV infrastructure across MK by liaising with appropriate internal stakeholders, utilities and Charge Point Operators to ensure that the necessary connections, approvals and permissions are in place for an effective and coordinated infrastructure delivery programme. This will include leading on comms messaging for the EV ChargePoint rollout programme and the development of operational practices and procedures documents. |
| 4. | Lead on the identification of funding opportunities including the preparation of high-quality bids for LEVI capital funding and/or other sources of funding, and engagement with providers to explore industry-funded solutions with the aim of maximising EV charging investment. |
| 5. | Lead on the delivery of the EV infrastructure strategy, ensuring future provision is mapped against demand and delivered in appropriate locations to optimise access and therefore transition potential. To ensure that innovations are incorporated into contracts and ensuring widespread good access provision to the EV charging infrastructure network. |
| 6. | 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. |
| 7. | Maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, though effective use of Office 365 and our internal IT systems and applications. |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs*

**Essential Requirements (key skills & qualifications)**

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| 1. | Qualified to degree or HNC/HND in Civil Engineering or a related discipline or relevant demonstrable experience. |
| 2. | Excellent verbal and written communication skills to collaborate with colleagues, stakeholders and delivery partners. |
| 3. | Computer skills to include a good knowledge of MS Office, ability to use computer software packages and produce computer aided design drawings, extensive experience in using Asset Management Systems, data management, monitoring and running reports and a working knowledge of NEVIS and other EV specific online data sources. |
| 4. | Clear knowledge base relating to project managing the delivery of related infrastructure projects in a similar field such as electricity, transport and telecommunications for example. Detailed knowledge of delivery of infrastructure projects in a similar field such as electricity, transport and telecommunication for example. |
| 5. | Significant practical experience of the drafting, procurement and performance monitoring of large-scale commercial contracts and project management in the delivery of infrastructure projects in a similar field such as electricity, transport, and telecommunication, including an appreciation of added social value. |
| 6. | Effective communication, consultation, and engagement with clients, public, elected members, their representatives and team members and the ability to prepare and present clear, informed reports to a wide range of audiences. Managing of stakeholder expectations in line with deliverables and proven negotiation skills in dealing with stakeholders, contractors and external partners to achieve a positive outcome. Advising on and resolution of technical, financial and contractual problems in infrastructure schemes. |
| 7. | Ability to work in all environments, adjacent to watercourses, live carriageways and restricted spaces. Working outside normal hours, overnight or at weekends as necessary to support the authority’s delivery of highway and non-highway related schemes and responses to major events/incidents. |



Job Family

Professional/Technical

Grade H

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| **Colleagues expectations**   * Be professional at all times * Work together for the good of the team, council and local people * Promote a supportive culture * Challenge assumptions * Take ownership * Be willing to change and do things differently * Always work in a safe manner | **Managers expectations**   * Be a role model by displaying positive behaviours at all times * Make well-considered decisions * Support, coach and communicate with my team * Be accountable for my team’s performance |

Professional/Technical job holders rely upon their deep knowledge of the specialism or discipline in which they work to carry out vital tasks and provide authoritative advice to others. Often developing within recognised career paths, their evolving expertise sees them bear increasing responsibility for managing Council assets, the development of policies and procedures and the strategic direction of the functions they support.

This element of the profile, taken from the job family descriptor for this grade, provides a general understanding of the level of work and demands required.

### **Role characteristics**

At this level roles will have many day-to-day professional, technical and management issues to deal with but must also take a longer-term view of the service sector they support, assessing its changing needs and demands and making significant contributions to resource planning. This will see job holders dealing with serious issues without recourse to managers and making autonomous decisions based upon their specialist knowledge and dedicated experience.

### **The knowledge and skills required**

The broad knowledge requirement needed to deal with the technical and business challenges of roles is usually underpinned by an appreciation of the theoretical basis of the particular discipline such that job holders can fall back on the first principles of their specialism to make decisions and offer advice.

This level of knowledge is often indicated by the need for a degree level education in the relevant field, but for some roles this is substituted by a significant level of on the job training and focussed experience such that the level of expertise confers a similar level of authority.

While the majority of roles will have demands for manual dexterity in relation to typing and similar functions, other jobs at this level will use a range of equipment requiring precision in their use and handling.

### **Thinking, planning and communication**

Job holders will use their professional expertise to deal with complex, pressing issues on a day to day basis, but will also look well ahead and take a more strategic view of their project and service delivery objectives, shaping their teams’ composition, approach and operating procedures in accordance with wider service goals mandated by Service management.

At this level, the information exchanged with internal and external colleagues, and members of the public will call for developed communication skills on the part of the job holders. Matters will be technically complicated, requiring careful explanation, or sensitive, requiring significant listening skills to interpret information and provide appropriate advice.

**Decision making and innovation**

Job holders will have the freedom to interpret policy and broad operating guidelines in order to shape their teams’ detailed approach to meeting their corporate objectives and targets. They will deal with escalated, multi-faceted problems independently and will tend to only consult their manager on fundamental policy or resource issues.

### **Areas of responsibility**

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

External facing roles will focus on the needs of people, whether external service users or partners and will be responsible for high impact decision making and the implementation of appropriate programmes on behalf of individuals or groups of people or enforcement of regulations which have direct and significant consequences upon those served. Such roles are likely to have at least one other elevated level of responsibility for such elements as finance, information assets, equipment or premises.

Internal roles are likely to have this pattern reversed, with the weightiest responsibility for highly valuable or significant financial and non-financial assets, but somewhat less accountability for the assessment of needs of individuals and groups.

Jobs will generally have formal line management responsibility and will not only allocate and check work, but also be directly involved in assessment, recruitment, and other human resource related procedures. Posts that do not have this level of managerial responsibility are likely to have compensatory levels of accountability in relation to the users of Council services, finance or other major asset(s).

### **Impacts and demands**

Tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

The combination of both tactical and strategic matters that job holders deal with means that roles are inherently complex, demanding of lengthy periods of concentrated mental attention while also managing high levels of work-related pressure.

Duties of jobs at this level will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Job holders find themselves exposed to some disagreeable, unpleasant or hazardous working conditions. Particularly when the needs of their specialism require them to work on external sites exposed to the weather, in or around refuse and waste plant, close to particularly noisy machinery and in similar environments.

Other jobs, such as enforcement roles, may also see job holders exposed to verbal abuse and threatening environments. In all cases, job holders will minimise risk and conform to health and safety regulations to mitigate any negative effects of such exposure.