

Job Description

Section A: Job Profile

The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	LEVI Project Manager
Salary:	
Grade:	
Hours:	<i>37 per week. We are open to discussions about flexible working. (this position is open as a secondment or fixed term position for 2-2.5 years)</i>
Team:	Infrastructure Delivery / Transport and Infrastructure
Service Area:	Transport & Property Infrastructure Delivery
Primary Location:	<i>County Hall, Oxford, OX1 1ND.</i> <i>Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working. What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process</i>
Budget responsibility:	Budget monitoring
Responsible to:	EV Senior Project Manager / Programme Manager
Responsible for:	
Political Restricted Post:	no

Job Purpose

A brief overview of the key objectives of the job:

The professional lead for the Local Electric Vehicle Infrastructure (LEVI) project, responsible for the delivery of public chargers over a 2-year period, responsible for these two areas:

1. Management of the delivery of installation of chargers across District Council owned car parks and properties, including programme management, finalising site selection, design approvals, stakeholder (internal and external) communication.
2. Community Microhub installation across up to 100 sites – liaison with Town and Parish Councils, promotion of the offer to encourage take up signed up to the scheme. Working with the

designer/ contractor to agree locations and programme. Support the Senior PM on the main EV installation contract as required.

Supporting the Programme Lead and Senior Project Manager, and overseeing the delivery of the projects through design and construction, ensuring successful delivery that offers value for money and achieves targets set.

Job Responsibilities

This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake.

- Pro-actively deliver all aspects of successful projects that offer best value for money and achieve commercial targets.
- To act as the expert within the identified field of the job description e.g. EV, or effectively liaise with those experts.
- Lead, coach, support, motivate and monitor employees in order to develop and improve their performance, to ensure customer needs are met and sound technical and project management techniques and disciplines are embedded within the team.
- To manage delivery of multiple sites across Oxfordshire concurrently.
- Adapting template contracts and agreements (for EV infrastructure deployment) for parish council and community landowners/property managers
- Work with property and legal to agree lease agreements as required.
- To coordinate with staff who are working within the same specialist service area to ensure shared outcomes are delivered.
- To coordinate with Town/ Parish Councils, District and City Council to delivery shared outcomes.
- Maintaining excellent, effective working relationships with stakeholders, key strategic partners, senior council directors, politicians and operational teams. Build, promote and maintain effective communication with all relevant stakeholders (Members, Parish Councils, The Public, District Councils and various supply chain partners) to ensure the sharing of consistent, accurate and pertinent information.
- Promote a strong customer service focus within the Service and where possible take account of customer requirements, including responding to customers in ways that are clear and jargon free
- Promote and deliver improved communication with individual residents, communities, other local authorities and key stakeholders.
- Provide necessary information for performance management measures. Lead the preparation and coordination of reports, documents and information, undertaking quality control to enable effective governance of decision making.
- Remain contemporary with legislation and best practice and ensure that relevant initiatives are adopted to develop the effectiveness of the service.
- Take personal responsibility of own workload and the resources required to ensure successful service delivery.
- To work in accordance with the Corporate values and competency framework.
- Maintain a current driving licence with access to a vehicle for business use and/or a willingness to use Council vehicles. Or the ability to demonstrate an effective alternate means of frequent travel to all areas of the county.
- Any other duties as may be deemed necessary to carry out the full remit of the role.

Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care

- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

Essential Criteria	Assessed By:
Significant experience of developing and implementing high profile Projects and Programmes.	A, I.
Management qualification and/or experience of managing at the required level (eg multi-disciplinary project teams) in a similar discipline/organisation. With the ability to lead and develop staff	A, D.
A Professional qualification Level 6 (e.g. Degree) or similar qualification in the relevant discipline (eg Engineering or Project Mgt) OR substantial relevant experience.	A, D.
A sound knowledge of the latest legislative requirements as they relate to the identified specialist field.	A, I.
Significant experience of working and consulting with stakeholders such as senior councillors, the public and managers.	A, I.
Strong partnership work ethic with a proven track record of embracing and maintaining successful partnerships with a wide range of internal and external stakeholders.	A, I.
Highly resilient with the ability to manage own emotions in the face of pressure, setbacks or when dealing with challenging situations.	A, I.
Excellent organisational skills with the ability to effectively plan own workload with limited supervision and a proven ability to effectively manage competing demands and priorities.	A, I.
Very competent IT user including the use of Microsoft Office products (Word, Excel, Outlook, Skype for Business, Visio, Teams). Confident with data analysis, using it to inform strategy and monitor performance.	A, I.

A current driving licence with access to a vehicle for business use and/or a willingness to use Council vehicles. Or the ability to demonstrate an effective alternate means of frequent travel to all areas of the county.	A, I, D.
Desirable Criteria	Assessed By:
Previous experience of working at a similar level in Local Government	A, I.

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role are identified below (those ticked).

☐	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	☐	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
☐	Enhanced Disclosure and Barring Service check with Children's Barred List	☐	Enhanced Disclosure and Barring Service check with Adults Barred List
☐	Standard Disclosure and Barring Service check	☐	Basic Disclosure
☐	Disqualification for Caring for Children (Education)	☐	Overseas Criminal Record Checks
☐	Prohibition from Teaching	☐	Professional Registration
☐	Non police personnel vetting	☐	Disqualification from Caring
☐	Other (please specify):		

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

☐	Provision of personal care on a regular basis	☐	Driving HGV or LGV for work
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☐	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	☐	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
☐	Working at height/ using ladders on a regular/ repetitive basis	☐	Restricted postural change – prolonged sitting
☐	Lone working on a regular basis	☐	Restricted postural change – prolonged standing
☐	Night work	☐	Regular/repetitive bending/ squatting/ kneeling/crouching
☐	Rotating shift work	☐	Manual cleaning/ domestic duties
☐	Working on/ or near a road	☐	Regular work outdoors
☐	Significant use of computers (display screen equipment)	☐	Work with vulnerable children or vulnerable adults
☐	Undertaking repetitive tasks	☐	Working with challenging behaviours
☐	Continual telephone use (call centres)	☐	Regular work with skin irritants/ allergens
☐	Work requiring hearing protection (exposure to noise above action levels)	☐	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐	Work requiring respirators or masks	☐	Work with vibrating tools/ machinery
☐	Work involving food handling	☐	Work with waste, refuse
☐	Potential exposure to blood or bodily fluids	☐	Face-to-face contact with members of the public
☐	Other (please specify):		