

Job Description

For Engineer Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

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

Role Details

Job Title:	Strategy & Policy Officer	JEID	EN003
Salary Grade:	Grade K		
Team:	Strategy & Policy		
Service Area:	Transport & Highways		
Primary Location:	Shire Hall, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Lead Commissioner - Strategy & Policy Team		
Responsible for:	None		

Role Purpose

To be responsible for the co-ordination of all aspects of the delivery of Electric Vehicle (EV) chargepoints throughout the County.

Oversee and update the EV strategy to ensure that it takes into account changing technology and legislation and remains fit for purpose.

To keep abreast of and to maximise funding opportunities to secure additional EV chargepoints.

Work with partner organisations including private sector chargepoint providers, distribution network operators and district and borough councils to facilitate the installation of chargepoints at suitable sites.

Manage the procurement of new chargepoints and any contracts associated with existing and new installations.

Role Responsibilities

Take ownership of WCC's EV Strategy and ensure that it remains fit for purpose, taking account of changes to legislation and technology and liaising with stakeholders as appropriate.

Co-ordinate the roll-out of EV chargepoints throughout Warwickshire, focussing on equitable distribution throughout the county.

Identify new sites for chargepoint installation, working with district and borough councils as appropriate.

Work with colleagues in other teams such as Parking Management, Minor Works, Transport Planning, Procurement, Legal and Democratic Services to manage the delivery of chargepoints.

Identify and seek to exploit funding opportunities (LEVI funding; ORCS funding etc) to provide further opportunities to install chargepoints at minimal cost to WCC.

Work with external providers such as the Distribution Network Operators (DNOs), private sector chargepoint operators (CPOs) to establish successful relationships to ensure smooth delivery of infrastructure.

Take a lead on the procurement of new charging infrastructure, being responsible for the development of procurement specifications, tendering, assessment and contract award.

Oversee all existing EV chargepoint contracts with service providers and any new contracts that are generated. Ensure that all contracts are managed so that KPIs are met and that existing contracts are identified for renewal well in advance of their termination date.

Keep up to date with changing technology within the area of electric vehicles and alternative fuels, seeking out opportunities to provide benefits for Warwickshire's residents, businesses and WCC.

Positively contribute to the management and delivery of the service area aims and objectives as identified in the Service Area Business Plan, particularly in relation to KBIs and KBMs related to EV chargepoint provision.

Carry out other duties as may be required from time to time by the Lead Commissioner or Group Manager.

Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

Job Role:	Engineer – Level 3
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Main Tasks

- To be responsible for the development or design of large or complex projects and schemes in accordance with all relevant policies, regulations and design and quality management standards and taking a lead role across one or more of the following areas as required:
 1. undertaking feasibility studies
 2. maintaining specialist capability with service area and provide technical guidance/ supervision to less-experienced members of the team and assisting with training junior staff in technical and professional disciplines
 3. maintaining technical standards and good practice within the team;
 4. initiating legal processes for traffic regulation etc
 5. undertaking detailed investigations, design of appropriate solutions involving complex engineering works where there may be competing and conflicting demands and which demand significant specialist knowledge
 6. planning, developing and coordinating programmes of transport schemes and engineering work across the medium to long term (up to 5 years) including the development of costings and recommendations and working effectively with contractors, subcontractors, suppliers, utilities and all other parties as required
 7. complex transport planning or safety engineering schemes and programmes, including letting work packages to consultants and supervising their work with limited supervision undertaking complex safety audits and carrying out assessment of construction risk and ensuring all planned works are delivered in accordance with required quality and safety standards
- To act as project manager for the delivery of large or complex schemes including where appropriate the supervision of and negotiations with consultants or contractors, anticipating and resolving complex problems in order to achieve agreed objectives in relation to quality and safety standards.
- To agree and certify with contractors interim and final valuations for works completed and to authorise variations as required to resolve problems on site with the contractor in a timely manner in order to deliver "value engineering" solutions that make positive improvements to the scheme.
- To monitor and manage budgets for complex schemes and projects, providing financial information as required, ensuring compliance with financial regulations and taking corrective action when expenditure diverges from budget, seeking direction only in complex circumstances.
- To produce and monitor project plans and provide a range of performance management information, including contract and business specific reports and committee reports with limited supervision.
- To provide day to day supervision to less-experienced members of the team including delegation and checking of work and provision of technical guidance, also covering for and providing technical support to the Team Leader as required.
- To take a lead role in partnership working with external organisations and make decisions outside standard parameters with limited supervision.
- To take the lead role in the management of consultation, attending and taking the lead at contentious public meetings, answering technical and policy questions and delivering presentations on complex projects to both internal and external customers as required.
- To analyse and compile information and devise recommendations / develop committee reports covering all relevant aspects of proposals including analysis of consultation responses without direct support from senior colleagues.
- To communicate effectively on complex issues at all levels, including dealing with complaints and frequent contact with elected members, the press and a range of external stakeholders, including negotiating in cases of competing and conflict demands and politically sensitive issues.
- To be responsible for undertaking complex safety audits and carrying out assessment of construction risk and ensuring all planned works are delivered in accordance with required quality and safety

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Either hold a full relevant professional qualification or have significant experience of managing large projects at a senior level	A, I
The ability to independently interpret and analyse varied and complex information or situations and to produce solutions over the long term	A, I
The ability to communicate complicated and contentious information with varied audiences in person and/or writing.	A, I
Have experience of using ICT including relevant Engineering/Transport Planning systems e.g. CAD	A, I
The ability to make frequent decisions and exercise initiative independently to fulfil the requirements of the role	A, I
The ability to work under a high degree of pressure, including meeting unpredictable deadlines and dealing with conflicting demands	A, I
The ability to cope in situations where there is an emotional demand arising from the work being undertaken	A, I
Ability to provide day to day supervision to less-experienced members of the team including delegation and checking of work and provision of technical guidance, also covering for and providing technical support to the Team Leader as required	A, I
Experience of monitoring and managing project budgets	A, I
Experience of contributing to the development of Engineering/Transport Planning Policies and Procedures	A, I
The ability to persuade others to adopt a course of action which is not necessarily their preferred approach	A, I

Desirable Criteria

Assessed By:

Good understanding of the role of alternative fuel vehicles in tackling climate change and their contribution towards carbon net zero	A, I
Experience in preparing specifications for contract tenders, evaluating responses and managing the contract award process	A, I
Experience of managing contracts	A, I
Awareness of project management processes and some project management experience	A, I
Comfortable dealing with colleagues in other service areas, external organisations	A, I

and elected members	

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

☐ Provision of personal care on a regular basis	☐ Driving HGV or LGV for work
☐ 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 WCC 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):			