**Manchester City Council**

**Role Profile**

**Project Manager – Electric Vehicles, Grade 10**

**Infrastructure and Environment Service, Growth and Development Directorate**

**Reports to: Net Zero Programme Lead**

**Job Family: Project and Programme Management**

This is a pivotal moment for Manchester. We're on a mission to become a zero-carbon city by **2038**, and you'll play a key role in driving that change.

As our **Project Manager focusing on Electric Vehicles (EV)**, you'll lead the development and implementation of our **EV** **strategy**. This is a chance to:

* **Shape policy** and **drive** project **delivery**.
* **Work collaboratively** with a diverse range of partners and stakeholders
* Be part of an **exciting and innovative** net zero programme of work across the city and Greater Manchester
* **Champion solutions** to tackle air quality, climate change and create a sustainable future for Manchester.

**Key Role Descriptors:**

The role holder will develop, manage and successfully deliver complex, high value-projects and initiatives with particular focus on Manchester City Council’s Electric Vehicle strategy. They will take direct responsibility for the successful delivery of all elements to agreed levels of time, budget and quality.

The role holder will manage, deploy and co-ordinate resources effectively, ensuring that project / initiative necessities are fully identified, including staffing, financial and ICT requirements.

The role holder will ensure that change is managed effectively by working with relevant project teams and key stakeholders within the business.

**Key Role Accountabilities:**

Provide strong leadership to project resources, framework partners and consultants, defining work, ensuring deadlines are understood and adhered to and that project objectives are clearly articulated and understood.

Manage the successful delivery of a range of highly complex projects and initiatives on time, to budget and of the right quality (using with the City Council’s standard project methodology where appropriate), ensuring that regular reporting arrangements are in place to keep project boards and key stakeholders informed.

Proactively utilise business management tools and solutions to effectively manage resources and individual project budgets and expenditure forecasts ensuring delivery of the project to an agreed budget and providing updates on a regular basis. Effectively manage project risk through effective analysis, mitigation and contingency planning.

Deliver a range of fully assessed options for resolution of highly complex issues in order to drive effective decision-making, monitor interdependencies and risks between projects and escalating risks of potential conflicts where necessary.

Develop and maintain effective relationships with senior officers and other key stakeholders, ensuring clear and effective channels of communication. Maintain control of scope through an effective change control process, consulting with key stakeholders as necessary.

Accountable for the management of all project documentation, including effective record keeping and version control of project documentation.

A strong and clear advocate for the organisation’s ***m people*** approach.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial or other, to ensure continuous improvement in service delivery. Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the role holder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

**Role Portfolio**

Manchester City Council (MCC) has an ambitious target to be a net zero city by 2038. To reach this ambition we are investing in programmes to target the 29% of emissions produced by transport. Such as those that encourage modal shift towards sustainable modes of travel and to encourage the move to electric vehicles through the provision of electric charging infrastructure.

Manchester City Council is recruiting a temporary full time Project Manager to manage the delivery of our electric vehicle (EV) infrastructure programme over the next two years. This includes delivering the vision set out in our EV Infrastructure strategy to deliver appropriate, accessible, and equitable EV charging provision and leading delivery of two projects (valuing in the region of £3m) to the point of procurement.

The post holder will also contribute towards a third programme (Net Zero Accelerator) that Manchester is delivering in collaboration with Greater Manchester Combined Authority and other key strategic partners as part of a national Government led programme.

The programme will play a pivotal role in enabling Manchester to achieve its ambitious target of becoming a zero-carbon, climate-resilient city by 2038 at the latest, by accelerating the development of a robust net zero project pipeline of up to £5 billion by 2028 and £12 billion by 2038, spanning heat, renewable energy, and transport.

It aims to attract unlock novel investment at scale and pace to deliver net zero projects and create significant economic and social benefits, including job creation, enhanced skills, increased Gross Value Added (GVA).  
  
The role holder will:

* Lead the delivery of the council's EV Strategy
* Manage two funded Electric Vehicle charging infrastructure projects
* Provide technical assurance and ensure compliance with relevant legislation, regulations, standards, council policy frameworks and best practice in relation to electric vehicle infrastructure and transport planning.
* Act as the main point of contact for the city council in respect of the public electric vehicle charging network and related projects.
* Use data analysis to identify optimal locations for charge points that recognise relevant policies, demographics, highway, and planning constraints.
* Prepare / co-ordinate specification and tender documents for procurement.
* Represent the City council on EV matters at relevant forums.
* Work closely with a range of partners, including TfGM, MCC Officers and Members, to develop effective relationships which is critical to project success.
* Have an interest in and understanding / knowledge of the net zero and climate change agenda to help contribute towards delivery of our Clean Air, Climate Change Action Plan, organisational and city wide 2038 zero carbon targets.
* Help to ensure that local and senior elected members are engaged in and kept informed about the delivery of planned interventions.
* Ensure effective communication through high quality reports, informal briefings and presentations to City Council Committees, elected Members and other stakeholders.

Further information can be found at:

* Zero Carbon Manchester
  + <https://www.manchester.gov.uk/info/500002/council_policies_and_strategies/3833/zero_carbon_manchester>
* Regeneration
  + [Regeneration | Manchester City Council](https://www.manchester.gov.uk/info/200079/regeneration)

**Key Behaviours, Skills and Technical Requirements**

**Our Manchester Behaviours**

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other
* We show that we value our differences and treat people fairly

**Generic Skills**

* **Project Management:** Proven ability in developing complex project schedules that clearly defines the timeline required to achieve the required outcomes, with expertise in identifying and monitoring complicated interdependencies, identifying and managing the critical path and utilising the schedule in budget forecasting and planning future resource requirements.
* **Strategic Thinking:** Evidence of thinkingcross-functionally and cross-organisationally, beyond one’s own professional areas of specialism is important as is the ability to conceptualise new, collaborative ways of achieving shared goals.
* **Planning and Organising:** Ability to maintain focus and objectivity under various conditions and skill in managing and maintaining a multi-priority workload, progressing various ideas and plans concurrently.
* **Communication Skills:** Ability to build and maintain strong networks of support both internally and externally and to forge effective partnerships with external agencies, voluntary and statutory, and key stakeholders for the continuous improvement of services. Ability to harness the full commitment and responsibility of key stakeholders in delivering the vision of excellence for the city.
* **People Management:** Has ability to secure and direct resources for a wide area with diverse staff with clear risks attached to decisions. Ability to define and articulate a strong sense of purpose and engender commitment across individuals and groups to a set of shared objectives.
* **Financial Management:** Excellent financial planning skills to develop short, medium and long term financial plans with an ability to budget proactively with large, high-risk or volatile elements being identified and cross-referenced to operational activity.
* **Commissioning Skills:** Ability to advise and develop local partner commissioning capabilities where there will be a direct impact on joint commissioning goals.

**Technical Requirements (Role Specific)**

* Proven experience of successfully managing and delivering a wide range of complex projects within a diverse workload to a structured project management process.
* At least five years experience of project management, development, delivery in the transport or environmental field.
* Experience of overseeing a tendering/procurement process, monitoring of contractors to ensure project delivery, and contract management
* Knowledge and understanding of the key economic, social and environmental policy issues and challenges facing cities and the role of local government in addressing these.
* Experience of evaluating and influencing policy and strategy initiatives developed by regional, sub-regional and local stakeholders.
* Knowledge of relevant national and local legislation, regulation and guidance relating to low carbon/net zero.