

Role Profile

Part A - Grade & Structure Information

Job Family Code	9RT	Role Title	EV Infrastructure Delivery Co-ordinator
Grade	PS9	Reports to (role title)	EV Infrastructure Delivery and Operations Supervisor
		Directorate	Place
JE Band	314-370	Service / Department	Highways, Transport and Network Management
		Date Role Profile created	07.07.2023 - revised 10/04/2026

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	Working as part of a small but busy team, support the practical delivery of on-street Electric Vehicle charging infrastructure across Surrey. This will include working with EV chargepoints operator(s) and /or contractor(s) to implement a wide range of, complex, and politically sensitive chargepoint installations, assisting with the delivery of resident and elected member consultation and where necessary advising on and processing Traffic Regulation Orders, keeping track of suggested locations for new EV chargepoints from a variety of sources, monitoring progress and keeping records of relevant considerations on 100s of sites as well as other processes relevant to the installation and operation of EV charging infrastructure. Report on and manage maintenance performance of the commissioned chargepoints and cable gullies. Undertake the practical delivery and management of cable gully installations including liaison with equipment suppliers, contractors and residents. Generally contribute to the practical delivery of the Surrey EV Infrastructure Delivery Programme and the Surrey Local Transport Plan.
Work Context	The wishes of the public both for and against the installation of public EV charging is rapidly evolving with many more drivers frustrated with a lack of charging facilities, whilst many residents of petrol or diesel vehicles fearing the loss of parking spaces. Liaising with and gaining the support of elected Councillors is also key to achieve the necessary installations. Situations often arise where an issue has become emotive and the post holder must be able to maintain a calm professional demeanour where concerns often become adversarial. For on-street chargepoint and cable gully installations the postholder will work directly with EV chargepoint operator(s) and/or contractor(s) to ensure installations are delivered to SCC specifications and jointly problem solve in order to maximise the successful delivery of installations. Detailed design and all construction will be carried out by the EV chargepoint operator(s) and/or contractor(s) but the post holder will need to be able to critically review the proposals and apply jointly agreed guidance. They will have contact internally with officers from the councils legal (TRO), streetworks, parking and property teams as well as county councillors and other sections of the Highways Service. External contacts include business communities, residents associations, and District and Parish Councils. The work includes reporting on usage and performance of the EV infrastructure with a mix of office-based work (in Merrow) together with regular site visits to parts of the highway where care must be taken due to live traffic. Work also involves attending meetings with members of the public and councillors at a variety of venues some of which may be outside normal working hours and dealing with enquiries from a variety of sources.
Line management responsibility if applicable	None
Budget responsibility if applicable	N/A

Representative Accountabilities Typical accountabilities in roles at this level in this job family	Planning & Organising • Deliver projects and/or audits within a defined area of work as directed to input to relevant strategies and contribute to the delivery of directorate objectives. Policy and Compliance • Input as required to the development of strategies and policies. • Provide guidance and support to stakeholders as required to ensure policy and specification compliance. People & partnerships • Deliver high quality technical advice/ services engaging a range of stakeholders. • Liaise, communicate and build relationships with other departments, customers, partner organisations, agencies and/or contractors to engage and consult on plans or projects as appropriate. • May manage a team to deliver standardised processes and ensure all officers are appropriately supervised, managed and trained. Resources • Ensure that work and projects are delivered within agreed resources and assist with budget/resource management in accordance with council policies and procedures. • May have delegated responsibility for a budget(s). Analysis, Reporting & Documentation • Assess data and conduct analysis in a technical area, presenting results and putting forward recommendations to support decision making. Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Appropriate technical qualification at Degree, HND or HNC level. • May require a specialist technical qualification or membership of an appropriate professional institution. • Sound understanding of subject matter, legislation, principles and practices relevant to the technical area. • Ability to apply project management principles and techniques to manage a range of projects through to completion. • Practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Ability to work on own initiative, with solution focused problem solving skills. • Proven written and oral communication with the ability to engage and work in collaboration with others. • Comprehensive knowledge of computerised business systems.
Details of the specific qualifications and/or experience if required for the role in line with the above description	Experience of delivering highway improvement and/or traffic management schemes, particularly parking management or EV chargepoint installations. Working knowledge current legislation including the Road Traffic Regulation Act 1984, the Traffic Management Act 2004 and their corresponding procedural guides. Experience of contractor management and temporary traffic management practices is beneficial. Ability to keep records on multiple projects and provide reports as required in a clear and concise way
Role Summary	Roles at this level are technical specialists professionally qualified in their specialist area. They will provide technical and regulatory guidance and advice to a range of stakeholders in order to assess and mitigate risk and monitor and ensure compliance with relevant requirements. They will have a fair degree of autonomy and work closely with a range of technical and non technical stakeholders. Forward planning could be for months ahead and the role will contribute to longer-term development.