**Job Title: EV Infrastructure Commercial Officer**

**Responsible to: EV Lead Officer**

**Direct reports:** None

**Key contacts:** London Councils staff; Portfolio Holders; Committees of London Councils;

Senior members and officers in London Boroughs, the Mayor’s Office, TfL and wider GLA family;

National and London wide bodies in the public, private and voluntary sectors;

Senior Civil servants and Government advisers and Ministers**;**

**Job Grade: D**

**Job Purpose:**

• Design and deliver commercial strategies for electric vehicle infrastructure roll out for London’s local authorities in close collaboration with relevant borough and other partners’ officers and in line with the Local Electric Vehicle Infrastructure (LEVI) programme.

• Liaise and build networks with a range of stakeholders amongst London boroughs, TfL, the Mayor and GLA and the private sector.

• Support boroughs in achieving the best value for money from the procurement and commissioning of electric vehicle infrastructure.

• Provide sound advice, guidance, and supporting materials for boroughs on key topics, including - procurement, contract production and management (active, and end of life), and commercialisation.

• Lead, negotiate, deliver & communicate contract & framework agreements which deliver efficiencies in line with financial reporting and forecasting systems.

* Coordinate the management of contracts through LEVI at a pan London level, ensuring the collective power of London local government delivers the best results for boroughs, residents and businesses.

**Principal Accountabilities**

1. Provide leadership, assistance, and guidance to London Councils, London boroughs and other partners on matters relating to electric vehicle infrastructure procurement, commissioning, contract management, and commercialisation.
2. Design procurement strategies & advice (tendering, evaluation award & contract management) efficiently to allow individual flexibility, whilst achieving consistencies across London.
3. Improve the efficiency and reduce costs of the procurement process by participating in the re-engineering of business processes / procedures in close collaboration with borough officers.
4. Be the focal point for key suppliers, for EV infrastructure in London.
5. Build effective working relationships with relevant stakeholders in member authorities (particularly their procurement teams), Government, Mayor and GLA, the private sector and a wide range of other partners including suppliers.
6. Take a leading role in supporting the delivery of milestones across borough partnership, engaging with procurement and legal support and share learning to maximise London’s leverage.
7. Take a leading role in helping to resolve any disputes between borough partnership members and identify any trends in disputes or issues between partnerships and suppliers.
8. Facilitate the sharing of data between suppliers and other stakeholders including boroughs, TfL, GLA and London Councils
9. Provide a single point of contact for suppliers providing an aggregated voice for partnerships
10. Support the Strategic Lead in ensuring that London Councils senior management team, London councils Leaders and TEC Committees are fully informed of relevant issues.
11. Adhere to London Councils corporate policies, procedures, regulations and protocols, ensuring that all work takes account of legal requirements.
12. Always take care to uphold health and safety at work for self and others. Always observe London councils Health and Safety policy and related procedures.
13. Uphold the highest standards of ethical conduct in line with the expectations of a local government officer and to lead staff to adhere to such standards in order to uphold the reputation of London Councils and local government in London.
14. Work closely with colleagues in the Communications Division, to develop effective approaches to communicate London Councils’ policies to the government, Parliament, the media and stakeholders.
15. Support the success of teams, individual team members and London Councils colleagues more widely, through adopting positive working styles.
16. Carry out all tasks and allocated work within agreed timescales and budgets.
17. Carry out any other duties as appropriate to the post.

**PERSON SPECIFICATION**

**Qualifications and experience**

• Substantial proven experience in a procurement function involved in high risk, high value, complex works, services, and supplies covering a range of commodities;

• A proven record in establishing and managing contracts of this nature and leading commercial negotiations;

• Experience in preparing, reviewing and agreeing contract terms and conditions and commercial schedules;

• Experience of collaborating with a large number of partner organisations to achieve the best outcomes;

• Highly sensitive to political constraints of policy innovation and an ability to deliver outcomes within these pressures;

• Experience of successfully managing budgets and data.

**Knowledge and Skills**

• Knowledge and understanding of current domestic and international legislative requirements and proven experience in applying these to day-to-day procurement activities and documentation;

• Knowledge of electric vehicle charge point networks and their procurement, practice/operation, commercialisation opportunities and regulatory policies;

• Outstanding organisational skills with effective prioritisation and excellent time management skills;

• Good knowledge of effective project governance;

• Knowledge of Local Government, preferably the London local government family, its governmental structure, and London Councils’ role within it;

• Highly developed oral and written communication skills, with evidence of successful persuasion through clear reports, consultations, briefings, and other documents on complex policy issues;

• Strong influencing and negotiating skills with evidence of success in leading and conducting high level influencing, lobbying, and negotiating with Government, TfL, the Mayor and GLA and others;

• High level research and analytical skills, and demonstrated experience of implementing innovative solutions to complex problems;

• Able to represent London Councils and contribute to consultations and negotiations on behalf of London Councils and London local government with a range of organisations;

• Ability to work closely with communications experts to shape effective communications and media activity, and to ensure effective co-ordination of information to member authorities and increase policy influence;

• Proficient in the use of ICT including the representation of data.

**Qualities**

• Ability to command the respect of senior figures within London Councils by always giving honest, sensitive and appropriate advice.

• Political sensitivity and ability to work effectively with members.

• Willing to carry out duties in accordance with London Councils’ equal opportunity policy, actively promoting equality, and preventing and overcoming disadvantage and discrimination.

• Committed to continuing professional development for self.

• A good team player, with a commitment to working in partnership with colleagues across the organisation.

• Highly motivated, enthusiastic with a “can do” mindset.

**Other factors** • Strong personal commitment to London Councils’ Equal Opportunities Policy – and understanding and support of the implications of equal opportunities and diversity in London local government’s policy areas;

• This is a politically restricted post, under Section 2 of the Local Government and Housing Act 1989.