

DIGITAL PROJECT MANAGER

* Reporting into – Chief Product & Technology Officer
* Location – Manchester
* Duration – 12 month Fixed-Term Contract
* Hours Per week – 37.5
* Salary – Up to £80,000 per annum (DOE)

# About Be.EV

Be.EV ([www.be-ev.co.uk](http://www.be-ev.co.uk/)) is a community-first, electric vehicle charging business that is employee owned and backed by Octopus Energy. Our mission is to create a fair, future- proof infrastructure legacy that connects, engages and elevates communities.

We are based in Manchester but have an expanding national footprint. We are currently Greater Manchester’s largest publicly available EV charging network working in partnership with Transport for Greater Manchester (TfGM); and are working with ambitious public and private partners across the UK to accelerate the expansion of the public charging network and to build a truly unified EV charging network.

We work with all types of businesses and organisations and are expanding our reach and connections across all sectors:

* Private partners including Rochdale AFC, JW Lees, Leeds Bradford Airport, Dobbie’s and IMO car washes.
* Not for profit partners such as the Animal Trust among others – this reflects our status as a community focused Chargepoint business.
* Public sector partners including Trafford Council, Stockport Council, Warrington Council, The University of Manchester and local NHS providers.

Be.EV is a recognised, community based and consumer-led brand with a growing membership base (now at c 18k and counting). We provide easy and reliable charging experiences for everyone, across every community.

We have recently secured significant investment from Octopus Energy Generation (<https://octopus.energy/blog/octopus-energy-generation/>) to disrupt the status quo and to play our part in responsibly transforming infrastructure across the UK.

We are building a smart network using data and analytics creating a future proof network. Be.EV puts the right chargers in the right places – one size does not fit all. Unlike most EV chargers in the ground, they ensure the chargers work, with the network boasting 99.6% operational availability in 2022. The company’s membership scheme has 20,000 members who are active participants in deciding how this network is built and making sure it’s right for the community. Be.EV is working to install 1,000 further charge points across the UK and beyond by 2024.

Our vision is bold: we are committed to creating a fair, future-proof infrastructure legacy that connects, engages, and elevates communities. We want to power easy and reliable charging experiences for everyone, across every community. We are ambitious to make a genuine difference and to drive positive social value. We want to create local jobs, working with academia in the UK to create mobility as a driver of economic growth. We want to play our part in responsibly transforming charging infrastructure across the UK – and in convincing more people to go electric.

**Job Profile**

The Digital Project Manager will manage outsourced projects for the implementation of a new ERP solution and various systems aimed at improving operational efficiency within Be.EV, and the migration of existing services to new Chargepoint Management System (CPMS), B2C mobile app, and contact centre (and the associated CRM and Customer Engagement Platform)

Alongside the CTPO, this individual will serve as a primary liaison between cross-functional teams and external vendors, ensuring that the projects are completed on time, within scope, and within budget.

**Responsibilities**

**Project Planning and Delivery:**

* Oversight and preparation of detailed project documentation including functional specifications, plans and cost estimates, and assisting with requirements capture in the form of user stories, use cases and acceptance criteria. Develop comprehensive project plans, including milestones, timelines, and resource allocation. Leveraging your robust understanding of digital solutions and project management to own the solution and closely control its delivery.

**Stakeholder Engagement:**

* Coordinate with internal departments and external vendors to gather requirements and ensure alignment with project objectives. Develop meaningful and lasting relationships with partners & colleagues for early visibility to opportunities and issues and respond to questions and concerns from managers and executives. Partner with stakeholders across Be.EV to capture, track, and cross-check project dependencies a collaborative way, communicating effectively and efficiently.

**Budget Management:**

* Track project costs to ensure it stays within budget, making adjustments as necessary.

**Risk Assessment:**

* Proactively identify and mitigate project risks.

**Quality Assurance:**

* Monitor project performance and outcomes, ensuring that the implemented systems meet quality standards. Ensure that projects deliver the agreed requirements.

**Communication:**

* Demonstrating strong, clear, and proactive expectation management
* Keep all stakeholders updated on project status, risks, and changes. Provide regular project reports to the project sponsor and steering committees.

**Change Management:**

* Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques.

**Training & Support:**

* Oversee the training of staff on the new systems, particularly the ERP and CPMS and offer post-implementation support.

**Documentation:**

* Author and update internal and external documentation, and maintain all the project management artifacts (ticketing systems such as Jira, wikis and collaborative documents such as Confluence, Roadmaps etc), user guides, contracts etc.

**Post-Implementation Review:**

* Conduct a comprehensive review of the project upon completion.

**Experience**

* Process-driven, and highly organised professional
* 3-5 years relevant work experience in the Digital field
* Three or more years of experience in digital project or delivery management
* Very good knowledge of ticketing systems such as Jira and collaboration tools such as Confluence and SharePoint.
* Sound knowledge of enterprise digital solutions and key technologies, particularly ERP and CRM systems
* Strong ability to understand business requirements, expectations and impacts of any change, and to identify alternatives to deliver on those requirements.
* Experience with delivery roadmap planning and communicating it to the business counterparts, including management of the expected challenges raised by the stakeholders.
* Experience in senior stakeholders’ management and communication / interpersonal skills and negotiating ability.
* Commercial acumen in relation to vendor management and service contracts in the Digital space. Experience with RFQ/RFPs and working with legal / purchasing depts.
* Experience in the EV sector is not essential but would be welcome.

# Benefits & Extras

Following the successful completion of a probation period, employees will join our long-term Incentive plan.

* 27 holidays + 5 holidays for Christmas Closure + 8 bank holidays.
* Hybrid working
* Company Sick Pay Scheme (following successful completion of probationary period (usually 6 months) up to 10 days full pay, in a rolling 12-month period).
* Statutory Pension Scheme (3% Employer Contributions and 5% Employee Contributions).
* State of the art offices in Manchester.
* Company Mobile Phone/Laptop and the latest IT equipment required to be successful.
* Social events.
* Competitive salary

**About this sector**

There an increasingly urgent global and UK focus on the climate emergency, electrification and green energy solutions, with interrelated issues coming to the fore such as decarbonisation, green infrastructure provision and clean air. The ban on new petrol/diesel car sales comes in from 2030 and despite growing consumer interest levels (over 900,000 electric / hybrid vehicles are already on the road) the public charging infrastructure remains inadequate.

Approximately 300,000 chargers will be needed by 2030; today there are just 37,000. The good news is that this represents a 30% year on year increase, though this lags somewhat behind the 38% annual growth in sales of battery electric cars during the year to November (Source: Zap Map).

Be.EV is passionate about rising up to this challenge, and to democratising access across every region and community. Currently the Midlands, the North and North East lag some way behind the South East.

**The next 5 to 10 years will be game-changing, and now is the perfect time to join the EV revolution.**