

**Report to Partnership Meeting 26 April 2019**

**EUROPEAN PROJECTS**

**FASTER Project**

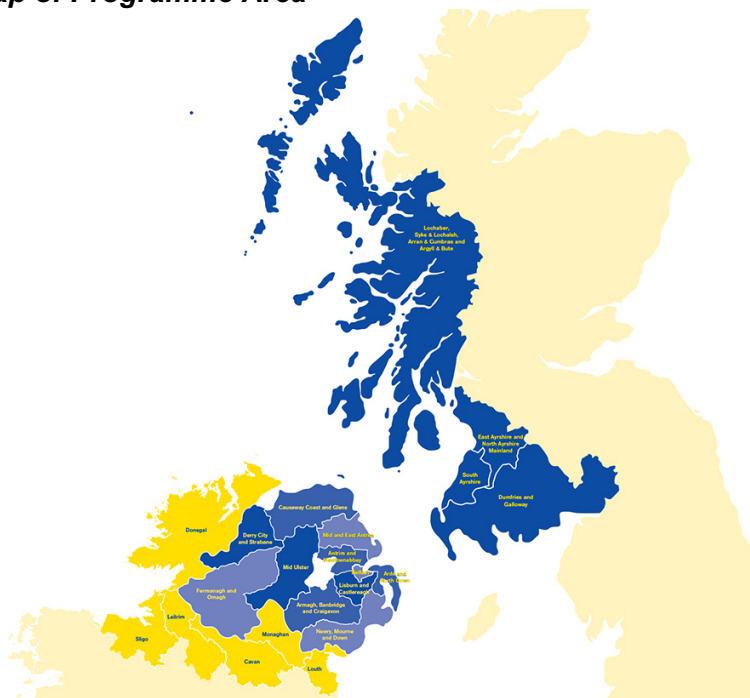
**PURPOSE OF REPORT**

To update Members on the recent submission of the FASTER project to the INTERREG VA Programme, supported by the European Regional Development Fund (ERDF), working with Partners from Scotland, Northern Ireland and Ireland. To seek approval for the appointment of two fixed term posts to support the implementation of the project subject to the successful outcome of the application.

**Background**

The key objective of FASTER is to install 73 rapid chargers in the INTERREG VA region by 2023 to assist with the development and expansion of the cross-border electric vehicle public charging network.

**Map of Programme Area**



**FASTER – Facilitating A Sustainable Transition to EVs in the Regions**

The FASTER Project is a joint proposal across Scotland, Ireland and Northern Ireland to support the overarching ambition to transition to low carbon transport systems, and demonstrate

how the three countries can provide learning in relation to the electrification of transport. As well as the physical rollout of 73 rapid charge points, the project will assist with cross-border analysis of the planning and procurement requirements needed to kick start a commercial charging service in the three jurisdictions.

A common policy ambition across Scotland, Ireland and Northern Ireland is to transition to a low carbon transport system between now and 2040. The respective Government policies have set targets for the phasing out of internal combustion engines in the next decades and are providing incentives for the uptake of electric vehicles. One of the main barriers is the lack of public charging infrastructure and rapid charging locations in particular. FASTER will ensure that the availability of charging stations is not a major obstacle to EV market penetration, with the proposal to carry out the design and analysis, procurement, installation and operation of 73 rapid chargers (50KW capacity) across the 3 programme countries. It will also provide an additional supportive, enabling environment for suppliers and consumers and provide increased confidence and reassurance in regional commitment to the emerging EV market.

The project partnership comprises the following organisations:

- 1) East Border Region (Lead Partner)
- 2) Sustainable Energy Authority of Ireland
- 3) South West College
- 4) HITRANS
- 5) Ulster University
- 6) Dundalk Institute of Technology
- 7) University of Strathclyde

## **HITRANS ROLE**

The FASTER project closely aligns with both HITRANS Regional Transport and Electric Vehicle Strategies and allows HITRANS to deliver practical projects contributing towards the decarbonisation of transport in the area. FASTER allows HITRANS to learn best practice for deploying charge points and promote sustainable transport in the region. HITRANS are leading on the Design and Procurement work package, and will install 24 rapid chargers across the HITRANS element of the INTERREG VA programme area.

HITRANS will be supported by the University of Strathclyde with both preliminary work to help establish preferred locations and requirements for installing the EV chargers and also with a behaviour change and awareness programme to ensure adequate promotion and usage of the new rapid chargers within the HITRANS area

## **PROJECT BUDGET AND IMPLEMENTATION**

HITRANS recently met with the project consortium meeting ahead of the anticipated SEUPB Steering Group meeting at the end of April where a decision on the project application will be made. If approved, the project will begin in May 2019 so an early mobilisation will be required. HITRANS have a significant budget allocation within the overall FASTER project, totalling €1,688,653. This will allow HITRANS to install 24 rapid chargers in Scotland. The match funding intervention rate for the Cross Border INTERREG VA programme is 85% and HITRANS have held positive discussions prior to the application being submitted with Transport Scotland around the delivery of the project and the opportunity to share the match funding burden.

The scale of the project is such that it cannot be absorbed within the duties of existing staff. Within HITRANS project budget there is an allocation to appoint two new fixed term staff

members – a project officer and a project administrator – who will be responsible for overseeing the implementation of the project and providing all the administration of all necessary financial claims and reporting. Job descriptions for these posts are included as appendices to this report. The payscale for each role will be finalised once a benchmarking exercise has been undertaken in consultation with our HR advisor at Comhairle nan Eilean Siar. Applications for the position of Project Officer seeking to be based anywhere within the project area will be considered provided suitable accommodation is available and the location is suitable for the effective delivery of the project.

The Highland Council has recently appointed an Electric Vehicle Officer to support the implementation of EV infrastructure funded through a Transport Scotland grant. Officers will work with colleagues in local authority to ensure that any work within the Highland Council area is complimentary.

The intention is to adopt very similar arrangements for the install and maintenance as those EV Chargers currently funded or part funded by Transport Scotland. However, it is proposed that a Memorandum of Understanding be developed with each local authority or other beneficiary.

## **RISK REGISTER**

### RTS Delivery

Impact – Positive

Comment – The FASTER project supports several RTS objectives, particularly in the field of low carbon transport and support for EV uptake.

### Policy

Impact – Positive

Comment – FASTER is supporting broader policy work by conducting research on the procurement and installation of a rapid charging network and how this complements existing infrastructure.

### Financial

Impact – Positive

Budget line and value – The project attracts a reimbursement rate of 85%.

### Equality

Impact – Positive

Comment – FASTER aims to increase the number of publicly accessible charge points to encourage more EV drivers in the region.

## **RECOMMENDATION**

Members are asked to:-

1. Note the report
2. Approve the appointment of officers to support the delivery of the FASTER project subject to the application being approved.
3. Delegate responsibility to the Partnership Director to finalise the job description, term and salary following confirmation of the terms of the application award and undertaking benchmarking of the two positions.

**Report by:** Neil MacRae / Jayne Golding  
**Designation:** Partnership Manager / Projects and Policy Officer  
**Date:** 16<sup>th</sup> April 2019

## Appendix A

# PROJECT OFFICER – FASTER

Fixed term – 24 months (but may be extended to 30 months)

(Appointment to the post on a secondment basis will be considered)

Based: TBC (SEUPB Area Highlands and Islands (with some travel throughout HITRANS area)

Salary: £

Reports to: HITRANS Partnership Manager

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### General

The post-holder will coordinate and support the delivery of the FASTER project in the Highlands and Islands of Scotland (Working full time on this INTERREG funded project).

The post-holder will be responsible for supporting Project activity and Project Partners in delivering the project. This will include: assisting the implementation of the project programme and helping to assess the feasibility of new projects; and reporting to the Lead Partner and Managing Authority.

The Project Officer will support project meetings and prepare and disseminate communication materials.

The post-holder will be based at a HITRANS Partner Council Office or HITRANS office within the programme. The project may involve travel within the Highlands and Islands, beyond to the central belt or to meetings in other partner areas.

### Job Purpose

1. The post-holder is being recruited to fill a new position which is being created to support and coordinate activity of the FASTER project in the Highlands and Islands of Scotland .
2. The post-holder will join a small team of staff supporting the Partnership and Highland in securing the delivery of the priorities set out by the FASTER Project Partners and developing new objectives for the project programme.
3. Responsibility for the preparation of ERDF financial claims and consolidating financial claims for submission to the Lead Partner.
4. Responsibility to prepare a range of mandatory reports including Implementation Reports, Annual Reports, Newsletters on behalf of the FASTER Project supporting the Lead Partner.
5. Provide support to HITRANS associated with delivery of the project, Programme Board meetings, HITRANS Partnership Board meetings, HITRANS Partnership Advisors meetings.
6. In delivering these functions the post-holder will be expected to work closely with fellow FASTER Partners, HITRANS and Partner Council key stakeholders.

### Main Duties

1. The post-holder will report to the HITRANS Partnership Manager on a day to day basis but will also be expected to engage with Project Team Members and liaise with the Programme Management Office working closely with all Partners and Stakeholders.
2. Oversee and support HITRANS work streams within the FASTER Project and adhere to running the project with PRINCE 2 processes.
3. Working with the HITRANS officers on the delivery of the Project operational priorities and

business plan.

4. To provide regular progress reports / updates to the HITRANS Partnership Advisors and Board, FASTER Project Meetings under the terms of the Grant Offer.
5. To support the Partnership Manager and project team members on issues, developments, project updates, work required and project status and reports
6. To ensure post-holder activities are delivered efficiently, on time and within agreed budgets.
7. To represent HITRANS externally in a number of forums on areas relevant to the job purpose as appropriate.
8. The post-holder will be need to maintain effective working relationships with a number of key individuals including:

Within HITRANS:

- Partnership Director, Partnership Manager and Projects and Policy Officer.

Other External:

- Transport Scotland
- FASTER Project Partners
- Suppliers.
- Community groups and partners, consultants, contractors, media and press
- Councils undertaking similar activity
- Scottish Government

### **Corporate and Strategic Responsibilities**

1. To support the project partners in leading in the planning and to support the project partners in leading in the planning and delivery of a range of HITRANS services and supporting Partnership Members in realising their vision and implementing the Regional Transport Strategy.
2. To maintain and promote the core values and corporate goals of HITRANS, ensuring that they are communicated effectively to staff and stakeholders.
3. To support Partnership / Project team Members in undertaking their roles.
4. To lead and performance manage the functions and projects for which the post-holder has responsibility.
5. To support the building of a strong FASTER project that meets the high level programme objectives and shaping the projects that achieve this aim.
6. Support the development and promote effective internal and external partnerships to ensure integration and delivery of HITRANS and INTERREG objectives.
7. To support the formulation of a financial strategy for the programme and ensuring timely reports are produced and financial regulations are adhered to.
8. Ensuring adherence to HITRANS constitution and also HITRANS and ERDF, rules, regulations, policies and procedures in respect of specific activities and decisions.
9. Support the Partnership Director in ensuring that the Partnership Members are adequately briefed on all matters of consequence within HITRANS.
10. Support the production and delivery of continuous improvement through service

performance planning, monitoring and evaluation and contributing to corporate performance in relation to Best Value.

### **General Accountabilities**

1. To ensure that information received and disseminated, whether verbal, written or electronic concerning fellow employees, prospective employees or service users is treated in the strictest confidence, and that all such information is brought to the attention of the Partnership Director who will ensure it is regulated and controlled in compliance with Data Protection legislation.
2. Uphold and promote Equal Opportunities within HITRANS in service delivery.
3. As HITRANS is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within HITRANS Risk Management Policy.
4. To ensure that their duties and responsibilities are performed in a safe manner so that risk to health and safety for yourself, any other employee or member of the public is minimised.
5. This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.
6. Ensuring that you comply with the No Smoking at Work Policy
7. To support and comply with the Policy for the management of Health and Safety of both organisations.
8. To work in accordance with the arrangements described in the organisations health and safety management systems, including any project or department specific requirements.
9. To carry out other duties in support of HITRANS wider aims and objectives as required.

## PERSON SPECIFICATION - PROJECT OFFICER (FASTER)

(Fixed term – )

FACTOR		ESSENTIAL		DESIRABLE
<b>Skills and Qualities</b>	E1	Excellent communication and interpersonal skills.	D1	Ability to deal with media enquiries.
	E2	Ability to build relationships with partners, supporters and the general public.	D2	Experience of public sector procurement
	E3	Excellent IT literacy skills.		
	E4	Excellent organisational skills.		
	E5	Ability to be a team player.		
	E6	Ability to work independently and make decisions with minimal supervision.		
	E7	Ability to prioritise workload and meet tight deadlines.		
<b>Knowledge and Experience</b>	E8	Understanding the distinctive transport needs in the Highlands and Islands of Scotland.	D3	Working with local authorities and other public sector bodies.
	E9	Experience in transport planning, transport operations, sustainable transport, European funding or other relevant work experience.	D4	Good understanding of the wide benefits of integrated sustainable transport and land use planning, policy and practice.
	E10	Experience of working with and managing programmes within the Microsoft Office software package and other databases.		
	E11	Experience of partnership working.		
	E12	Project reporting and support experience.		
<b>Qualifications and Attainments</b>	E13	Educated to degree level or equivalent relevant work related experience.		





## JOB DESCRIPTION

### Business Support Assistant

(Fixed term – 30 months but may be extended)

(Appointment to the post on a secondment basis will be considered)

Based: Inverness or Lairg

Salary: £

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#### General

The post-holder will provide Administrative Support to the HITRANS team with a large proportion of time (75%) spent supporting the delivery of the FASTER SEUPB INTERREG Project.

The post-holder will be responsible for supporting Project activity and Project Partners in their transnational cooperation. This will include the preparation of financial claims and reporting to the Lead Partner. Supporting the Project Officer (FASTER) at project meetings and the preparation and of communication materials.

The post-holder will be based at either HITRANS office in Inverness or Lairg.

#### Job Purpose

7. The post-holder is being recruited to fill a new position which is being created to support activity of the FASTER Project by HITRANS.
8. The post-holder will join a small team of staff supporting the Partnership and our partner Councils in securing the delivery of the priorities set out in the Highlands and Islands Transport Strategy and the related Delivery Plan.
9. Responsibility for the preparation of HITRANS FASTER Project financial claims.
10. Responsibility to support the preparation of a range of mandatory FASTER Project including Implementation Reports, Annual Reports and Newsletters.
11. Data inputting across a range of HITRANS activities including the FASTER project and HiTravel Information Database.
12. In delivering these functions the post-holder will be expected to work closely with FASTER Partners and HITRANS key stakeholders.

#### Main Duties

9. The post-holder will report to the HITRANS Partnership Manager on a day to day basis but will also be expected work closely with the Project Officer and engage with officers at each FASTER Project Partners.
10. Support HITRANS work streams within the FASTER Project.
11. Working with HITRANS officers on the delivery of operational priorities and business plan.
12. To support the Partnership Manager and other colleagues in applying for funding and supporting the delivery of innovative projects.

13. To ensure post-holder activities are delivered efficiently, on time and within agreed budgets.
14. The post-holder will be need to maintain effective working relationships with a number of key individuals including:

Within HITRANS:

- Partnership Director, Partnership Manager and Public Transport Information Officer.

Within Local Authorities:

- Officers in Argyll and Bute Council, Comharlie nan Eilean Siar, The Highland Council, Moray Council and Orkney Islands Council

Other External:

- FASTER Project Partners
- Transport Scotland
- Suppliers.
- Community groups and partners, consultants, contractors, media and press

### **Corporate and Strategic Responsibilities**

11. To support the Partnership Director in leading in the planning and delivery of a range of HITRANS services and supporting Partnership Members in realising vision for the future.
12. To maintain and promote the core values and corporate goals of HITRANS, ensuring that they are communicated effectively to staff and stakeholders.
13. To support Partnership Members in undertaking their roles.
14. To support FASTER Partners in undertaking their roles.
15. To support the building of a valued, confident, developed, empowered and innovative FASTER Project Partnership.
16. To support the implementation of a financial strategy for HITRANS and ensuring timely reports are produced and financial regulations are adhered to.
17. Ensuring adherence to HITRANS constitution, policies and procedures in respect of specific activities and decisions.
18. Support the Partnership Director in ensuring that the Partnership Members are adequately briefed on all matters of consequence within HITRANS.
19. Support the production and delivery of continuous improvement through service performance planning, monitoring and evaluation and contributing to corporate performance in relation to Best Value.

### **General Accountabilities**

10. To ensure that information received and disseminated, whether verbal, written or electronic concerning fellow employees, prospective employees or service users is treated in the strictest confidence, and that all such information is brought to the attention of the Partnership Director who will ensure it is regulated and controlled in compliance with Data Protection legislation.
11. Uphold and promote Equal Opportunities within HITRANS in service delivery.

12. As HITRANS is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within HITRANS Risk Management Policy.
13. To ensure that their duties and responsibilities are performed in a safe manner so that risk to health and safety for yourself, any other employee or member of the public is minimised.
14. This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.
15. Ensuring that you comply with the No Smoking at Work Policy
16. To support and comply with the Policy for the management of Health and Safety of both organisations.
17. To work in accordance with the arrangements described in the organisations health and safety management systems, including any project or department specific requirements.
18. To carry out other duties in support of HITRANS wider aims and objectives as required.

## PERSON SPECIFICATION – BUSINESS SUPPORT ASSISTANT

Based: Inverness or Lairg

FACTOR		ESSENTIAL		DESIRABLE
<b>Skills and Qualities</b>	E1	Good communication and interpersonal skills.	D1	Ability to deal with telephone enquiries.
	E2	Ability to build relationships with partners, supporters and the general public.	D2	Organisation of events.
	E3	Excellent IT literacy skills.		
	E4	Excellent organisational skills.		
	E5	Ability to be a team player.		
	E6	Ability to work independently and make decisions with minimal supervision.		
	E7	Ability to prioritise workload and meet tight deadlines.		
<b>Knowledge and Experience</b>	E8	Understanding the distinctive transport needs in the Highlands and Islands of Scotland.	D3	Working with local authorities and other public sector bodies.
	E9	Experience in financial administration.		
	E10	Experience of working with the Microsoft Office software package and other databases.		
	E11	Project reporting and support experience.		
<b>Qualifications and Attainments</b>	E12	Educated to a HNC or HND level or equivalent work experience.		