

Job Description

Job Title:	Infrastructure Coordinator, Project Delivery Support, Scotland
Reference:	SUS2667
Salary:	Grade G: £27,255 per annum
Hours:	37.5 hours per week (Flexible working arrangements negotiable)
Contract:	Permanent
Base:	Sustrans Scotland office in Edinburgh There may be opportunities for home/remote working

Purpose of Job:

The Infrastructure Delivery Programme and Safer Routes to Schools Fund (Now combined into “Places for Everyone”) provide funding to all 32 Scottish local authorities, statutory bodies and educational institutions for the creation of cycling, walking and wheeling infrastructure. Administered by Sustrans on behalf of Transport Scotland, for the last few years the programmes have funded over 150 projects annually. These projects were a mix of feasibility studies, design work and construction.

The aim of Places for Everyone is to create safer, more attractive, healthier places by increasing the number of trips made by walking, cycling and wheeling for everyday journeys.

The core role of the Infrastructure Coordinator, (Project Delivery Support), is to support the successful delivery of Places for Everyone through dynamic leadership of a team of Infrastructure Officers. This will involve providing advice and support to partners and Infrastructure Officers to ensure all projects meet and exceed best practice.

Dimensions of Job:

The post holder will work directly with partners to support the delivery of exciting new projects across Scotland by providing advice on best practice approaches on urban design and community engagement.

The post holder will assess the quality of projects by reviewing applications and allocating funding and support to successful projects.

The role will require a high degree of innovation to ensure systems and processes are in place to improve and streamline management of the programme.

The post holder will require outstanding and dynamic leadership skills and will be responsible for the management of staff and chairing regular meetings.

The role also requires effective communication skills to maintain and develop effective working relationships with numerous partners to support and advise them on best practice approaches at each project stage.

The post holder will assist in the coordination of events and resources to encourage knowledge sharing for best practise in cycling and walking infrastructure the key aim of which is to increase modal share for cycling and walking.

Place in Organisation Structure:

The post-holder will report to the Infrastructure Manager, Project Delivery Support and work alongside the other Coordinators to line manage Infrastructure Officers.

The Head of Infrastructure & Delivery leads the Infrastructure team to deliver Places for Everyone

Key Relationships:

Internal: Infrastructure Manager
 Head of Infrastructure & Delivery
 Infrastructure Coordinators
 Infrastructure Officers

External: Local authorities
 Community groups
 Consultants
 Contractors and suppliers
 Landowners
 Other project partners.

Responsibilities:

1. To coordinate a team delivering a wide range of cycling and walking infrastructure projects across Scotland.
2. To support officers to appraise and review designs and ensure funded projects meet the aim of Places for Everyone.
3. To work closely with the Infrastructure Manager and other Sustrans staff, to develop Places for Everyone.
4. To support officers with project advice.
5. To update the grant application process to ensure the programme is easy to use and effective for partners. To arrange resource for projects and ensure the team are working effectively.
6. To identify project support needs (e.g. technical support) and put into

- action a project support plan with relevant teams across Sustrans.
7. To lead on supporting the delivery of large projects by providing advice and support on design and community engagement.
 8. To attend regular partner meeting within agreed governance structures
 9. To oversee the delivery of projects and monitor the budgets within set tolerances.
 10. To embed project management practices into the programme.
 11. To coordinate and chair the programme steering group, advisory group and regular team update meetings.
 12. To liaise with the Sustrans Research and Monitoring Unit (RMU) to ensure that agreed monitoring plan and associated monitoring activities being carried out and key outcomes are being achieved.
 13. To ensure that community engagement and community led design is carried out for every funded project.
 14. To assist in the preparation of reports for the Scottish Government and other stakeholders on grant expenditure and programme outcomes.
 15. To participate in the team-based approach to Sustrans work in Scotland.
 16. To be involved in duties commensurate with ability, training and experience as may be required.

People management

17. To line manage, develop and coach team members by setting clear objectives and monitoring performance to maximise their potential.
18. To work with HR to ensure that training and development of staff is planned effectively and in line with business need.
19. To line manage Infrastructure Officers and support them in overseeing the delivery of their projects.
20. To carry out interim and annual appraisals of Infrastructure officers.

Communication and marketing

21. To contribute towards raising the profile of Sustrans, by representing the charity at meetings, activities and events, as required.
22. To support and comply with the charity's guidance on branding, tone of voice and key messages, positively contributing towards raising Sustrans' profile.
23. To work closely with Infrastructure Communications Officer
24. To coordinate events and provide opportunities for partners to share best practice to increase the quality of projects.

Training and personal development:

25. To attend essential Sustrans training as required by the Charity.
26. To ensure own personal development by working to objectives set as part of the Charity's appraisal process.

Health & Safety, Safeguarding and Equality, Diversity and Inclusion:

27. To support and comply with the organisation's policy for the management of Health and Safety.
28. To support and comply with the organisation's policies for the management of safeguarding.
29. To support and comply with the organisation's policy and procedures

relating to Equality, Diversity and Inclusion and apply principles of best practice in own role.

Networks:

30. This role may have additional responsibilities as a member of a network of colleagues working on Sustrans-wide oversight of strategic communications.

Other

31. To perform any other duties consistent with the nature and grade of the role as agreed with the line manager.

Working Conditions:

While based primarily in Edinburgh, the postholder will be expected to travel across Scotland on a regular basis and will be asked to do so as sustainably as possible.

Special Note:

This job description does not form part of the contract of employment, but indicates how that contract should be performed. The job description may be subject to amendment in the light of experience and in consultation with the jobholder.

Compiled by:

Infrastructure Manager (Project Support), Scotland

Date:

May 2019

**Infrastructure Coordinator, Project Delivery Support, Scotland (SUS2667)
Personal Specification**

Criteria	Essential
Qualifications, education and training	Educated to degree level or equivalent practical experience
Experience	<p>Experience urban design, transport planning, civil engineering or traffic engineering</p> <p>Experience of project management, including delivery to desired quality, timeline and budget</p> <p>Experience of managing teams and developing staff</p> <p>Experience of managing budgets and grant programmes</p> <p>Experience of working with a wide range of delivery partners</p> <p>Experience of resource allocation</p> <p>Experience of design, delivery and development of cycling and walking infrastructure projects</p>
Skills and abilities	<p>The ability to work independently and make decisions with minimal supervision</p> <p>Excellent written and verbal communication skills</p> <p>Excellent interpersonal skills including the ability to express complex subjects in an effective and accurate manner</p> <p>Strong influencing and persuasion skills</p> <p>Ability to work as part of a team with a positive and enthusiastic attitude</p> <p>Ability to build relationships with partners, contractors, supporters and the general public</p> <p>Ability to take responsibility for decisions and be able to argue case for a particular course of action</p> <p>Leadership skills</p> <p>Motivational skills</p> <p>Report writing skills</p>
Knowledge	<p>Working knowledge of cycling infrastructure and urban design best practice and guidance documents</p> <p>Computer literate (knowledge of word-processing, databases, spreadsheets packages, internet and website usage)</p> <p>Knowledge of transport engineering guidance documents</p> <p>Knowledge of management processes and systems</p> <p>Knowledge of budgetary management procedures</p>

	Knowledge of current active travel policy
Other	Committed to the promotion of sustainable transport
Criteria	Desirable
Experience	Managing walking and cycling projects Co-ordination of events
Skills and abilities	Negotiating skills Diplomacy skills Facilitation skills
Knowledge	Knowledge and understanding of best practice in urban design, particularly provision for people on foot and bicycle in urban environments Design for accessibility Knowledge of community engagement and consultation Knowledge of GIS Knowledge of project management systems Local authority working practices