

Job Description

Job Title:	Infrastructure Manager, Places for Everyone
Reference:	SUS2770
Salary:	Grade H: £31,028 per annum
Hours:	37.5 hours per week
Fixed Term:	Permanent
Base:	Sustrans Scotland offices in Edinburgh With the potential to work from home on occasion

Job Purpose:

To manage the delivery of the Places for Everyone challenge fund.

Places for Everyone is an annual challenge fund for the delivery of infrastructure that enables more walking, cycling and wheeling for everyday journeys, supported by the Scottish Government. There are four categories of scale in Places for Everyone, categorised 1-4, and this post will manage deliver of projects across all four. This post will also own the process for assessing Categories 1 and 2, ensuring that it is fit for purpose.

Place in organisational structure:

The postholder will report to the Head of Infrastructure Delivery, Scotland.

Key Relationships:

Internal:	Head of Project Delivery, Infrastructure and Delivery Active Cities and Towns Director, Scotland National Director, Scotland Places for Everyone team Infrastructure Managers Policy and Communications Team Head of Project Delivery, Behaviour Change Evaluation Manager, Research and Monitoring Unit Regional Finance Coordinator
External:	Transport Scotland Local authorities and other statutory organisations involved in Places for Everyone All other relevant stakeholders

Key Responsibilities:

1. To lead on the planning and the management of delivery of the Places for Everyone categories 1 and 2 assessment process.
2. With support from the Head of Infrastructure and Delivery, to liaise with Transport Scotland on the management of the programme, being responsible for meeting targets.
3. To ensure the smooth running of the assessment process for Categories 1 and 2: announcements-applications-assessments-award.
4. Once awards are made across Places for Everyone, to ensure close working with the successful applicant(s) across categories 1-4, ensuring projects are delivered on time, to quality and budget.
5. To line manage and support a number of Infrastructure Coordinators.
6. To assist the Head of Infrastructure and Delivery in reviewing the Places for Everyone programme and implementing changes designed to improve assessment and delivery of projects.
7. To manage and integrate resources from across Sustrans and selected subcontractors into teams as required for project delivery
8. To provide reports, as requested, to the Head of Infrastructure and Delivery, Transport Scotland and others.
9. To ensure the work of the Infrastructure Steering Group and Assessment Panel are assisted and supported.
10. To seek high quality, innovative design and best practice from other cities and integrate into the Places for Everyone projects.
11. To work with the Regional Finance Coordinator to manage and monitor budgets associated with relevant projects.

Business Development

12. To grow and develop existing business relationships.
13. To maintain and develop Sustrans reputation for high quality infrastructure delivery and grant fund, to time and budget, meeting and/or exceeding partner expectations.
14. To contribute toward the development of new ideas and innovative strategies for product development, marketing, branding, or business opportunities.

People management

15. To manage, develop and coach team members by setting clear objectives and monitoring performance to maximise their potential.
16. To work with HR to ensure that training and development of staff is planned effectively and in line with business need.

Communication and marketing

17. To work with the Communications and Policy Manager to ensure that Sustrans projects and programmes are communicated effectively to the media, supporters and wider population.
18. To contribute towards raising the profile of Sustrans, by representing the charity at meetings, activities and events, as required.

19. To support and comply with the charity's guidance on branding, tone of voice and key messages, positively contributing towards raising Sustrans' profile.

Training and personal development:

20. To attend essential Sustrans training as required by the Charity.
21. 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:

22. To support and comply with the organisation's policy for the management of Health and Safety.
23. To support and comply with the organisation's policies for the management of safeguarding.
24. 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:

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

Other:

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

Working Conditions:

The post-holder will be based at the Sustrans offices in Edinburgh. The post-holder may also be expected to occasionally work on a flexible basis including some weekends and overnight stays, and will be asked to travel 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

Compiled:
Date:

Head of Delivery and Infrastructure, Scotland
September 2019

Infrastructure Manager, Places for Everyone (SUS2770)

Person Specification:

Criteria	Essential
Qualifications, education and training	Educated to degree level or equivalent professional experience
Experience	<p>Substantial experience overseeing the planning and development of projects in the urban, built environment (cycling and walking infrastructure preferably).</p> <p>Substantial experience of project and programme management and delivery</p> <p>A proven track record in project management and implementation to budget and to deadlines</p> <p>Strong experience in building and maintaining effective partnership working at all levels</p> <p>Experience of tender process and co-ordinating funding bids and preparing budgets</p> <p>Budget management experience</p> <p>Experience in line management</p> <p>Experience of preparing and submitting planning applications</p>
Skills and abilities	<p>Excellent verbal and written communication skills</p> <p>Excellent presentation skills</p> <p>Excellent report writing skills</p> <p>Strong analytical skills</p> <p>Ability to build and develop constructive working relationships with key contacts and other relevant organisations</p> <p>Proven ability to influence and negotiate with key stakeholders including decision makers, politicians and transport directors.</p> <p>Ability to work under tight timescales and under constant scrutiny from the media, campaign groups and politicians.</p> <p>Ability to motivate others</p> <p>Ability to plan and prioritise own workload and work independently</p> <p>IT and digital media literate</p>
Knowledge	<p>Design of routes for walking and cycling in the urban setting throughout the UK, Europe and elsewhere.</p> <p>Transport policy and planning (including road traffic management)</p> <p>Planning application processes</p> <p>Site Health & Safety Practice</p> <p>A good understanding of Scotland's political and physical geography.</p>

Other	Committed to the promotion of walking and cycling and the ideals of Sustrans
Criteria	Desirable
Experience	<p>Awareness of CDM regulations and processes</p> <p>Proven experience in managing contractors</p> <p>Experience of managing successful civil engineering projects, including managing budgets, contractors, consultants and staff.</p> <p>Experience of developing funding bids</p> <p>A background and/or qualification in any one or more of the following disciplines:</p> <ul style="list-style-type: none"> - civil engineering - traffic engineering / transport planning - Project / programme management <p>Experience of working with volunteers</p> <p>Experience of promotional / marketing activities</p> <p>Experience in developing feasibility studies</p> <p>Experience of land negotiation and co-ordinating funding bids would be particularly advantageous.</p>
Knowledge	Good knowledge active travel design and delivery in Scotland