**Candidate Information**

**Network Delivery Manager**

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| **Salary:** | Grade H:£31,683 per annum |
| **Hours:** | 37.5 hours per week  This job is proposed to be full-time but we are happy to discuss working hours and patterns to suit individual circumstances. Job share options may be considered. |
| **Contract:** | Permanent |
| **Disclosure:** | PVG Scheme is not required for this position |
| **Base:** | Sustrans office in Edinburgh with the flexibility to work from home, or home-based within reasonable travelling distance from Edinburgh or Glasgow. |
| **Travel:** | This role will involve regular travel most weeks. We may occasionally need you to travel further during the course of your work including occasional overnights stays. |
|  | A key part of being the Charity that makes it easier to walk and cycle is that most colleagues cycle, walk, wheel or use public transport for the majority of their work journeys. We support this with access to a Sustrans pool bicycle and National Standards Cycling Training. |

**Job or Project Specific Information**

As part of the Network Development Team, the postholder will help to deliver the [Sustrans Paths for Everyone Vision](https://www.sustrans.org.uk/about-us/paths-for-everyone) through delivery and development of the [National Cycle Network](https://www.sustrans.org.uk/national-cycle-network/). We want to see a UK-wide network of traffic-free paths for everyone, connecting cities, towns and countryside, loved by the communities they serve. Critical to our success in Scotland are the [active travel policy goals of the Scottish Government.](https://www.transport.gov.scot/active-travel/active-travel-framework/) Delivery of the National Cycle Network across Scotland is guided by Sustrans’ 30 Year Network Plan.

Managing and leading a team of forward thinking, active travel experts, this role will have operational management responsibilities for delivery of Network Plan infrastructure programme; ensuring year on year delivery of all infrastructure-related targets towards Paths for Everyone in Scotland and managing the Network Plan project pipeline.

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| **Where this role sits in the structure:** |  |

**Job Description - About the Role**

**Overview**

Managing and leading a team of forward thinking, active travel experts, this role will have operational oversight for delivery of the Network Plan infrastructure programme across internal teams (Network Development, Places for Everyone & Design and Engineering) and external, partner led delivery. The Network Delivery Manager will lead year on year delivery of all infrastructure-related targets in line with our Paths for Everyone Vision in Scotland. A key objective of the role will be to ensure a continued pipeline of infrastructure development projects for year on year construction.

You will line manage a team of 3 delivery coordinators; tasked with delivering and commissioning route development activities and ensuring stewardship and management of the project pipeline database. There will be opportunities to grow the team further as investment in the sector increases.

The role will play a key role in overseeing contracts and agreements with delivery partners and external contractors; in house commissioning and tendering as well as advising our land and estate management operations.

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| **Where this role sits in the structure** | Reporting to the Head of Network Development (Scotland);  Working closely with the Network Development Manager, the Network Engagement Manager and the Network Delivery Coordinators.  This role currently has line management responsibility for 3 colleagues. |

**Key Responsibilities**

Responsibilities may include:

1. Management of the National Cycle Network infrastructure delivery programme in Scotland including overseeing, commissioning and tracking progress of internal teams (Places for Everyone; Design & Engineering) and delivery partners (i.e. local authorities & National Parks) involved in Network delivery.
2. Lead year-on-year programme of infrastructure outputs delivering Paths for Everyone targets in Scotland, for instance:
   * Traffic free route creation and upgrade;
   * Feasibility, option appraisal, design and construction;
   * Access barrier audits;
   * Access barrier removal and redesign;
   * Route way marking;
   * Carriageway speed reduction projects;
   * Junction and crossing improvements.
3. Oversight of Network Plan Project Database (project pipeline); working with Network Development management team to ensure identification, capture, development and tracking of all long-term infrastructure outputs
4. Lead programme-level commissioning of projects and development of tendering documentation (both external and with our ‘in house’ Design and Engineering Team)
5. Work with colleagues to oversee and develop our partner-facing infrastructure delivery support service; supporting delivery partners to fast track projects and develop public and private sector expertise in Network infrastructure delivery. For instance:
   * Capital grant funding
   * Procurement support and term contracts
   * Feasibility, design and construction support
   * Identifying partner resourcing requirements
6. Responsibility for creation of short, medium and long term infrastructure programmes in support of business development (i.e. bid writing) and planning activities (i.e. project selection and resource planning)
7. Supporting operational engagement with delivery partners to ensure the Network Plan database is regularly reviewed and updated and works as a functional tool for planning delivery.
8. Coordinate on business planning and TS bid creation for Network Development year on year; identify resourcing and expertise required to deliver project outputs and outcomes.
9. Manage and be responsible for the relevant programme progress reporting & project documentation (i.e. risk register, issues log and change control procedure).
10. To be accountable for the Network infrastructure programme budget and take responsibility for project finances in Focal Point.
11. Chair and facilitate meetings to reach agreement on project tasks, decisions and risk.
12. Work with colleagues to develop a strategy for deploying community engagement resource in support of route development (pre, during and post-delivery) and understanding its costs at a national scale.
13. Working with colleagues to ensure enquiries are dealt with in a timely fashion and project related details shared.
14. Ensure external public consultations related to or impacting on Network infrastructure development are dealt with in a timely fashion.
15. Work with the in-house Research and Monitoring Unit to ensure the impact of our infrastructure projects is captured.
16. To line manage the 3 Network Delivery coordinators and ensure agreement and delivery of their objectives.
17. To 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 track and monitor team utilization rates.
20. To contribute towards raising the profile of Sustrans, by representing the charity at meetings, activities and events, as required.
21. To make presentations at conferences, training seminars and school/community meetings.

*We don’t expect anyone to be an expert in all these areas and as long as you meet the person specification we can train you in any gaps.*

**Person Specification**

The following criteria sets out the method by which the skills, knowledge and experience will be assessed against. Our website has a useful guide about how to make a great job application.

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|  | **Application Form** | **Interview** |
| **Specific experience required** |  |  |
| Relevant experience of working within transport, transport consultancy or construction sector | x | x |
| Experience of delivering infrastructure projects | x | x |
| Experience with GIS software (we use ArcGIS in-house) | x |  |
| Proven track record of leading, managing and developing a team | x | x |
| Experience of successful partnership working (with multiple partners in a range of sectors) | x | x |
| Experience of business planning and writing funding bids | x | x |
| Proven track record in managing programme budgets effectively, risks and delivery | x | x |
| **Skills and Abilities** |  |  |
| Good organisational skills (including time management skills and a methodical approach) | x |  |
| Excellent leadership and motivational skills |  | x |
| Excellent problem-solving skills | x | x |
| Excellent stakeholder engagement skills; ability to build relationships with project partners, community groups and the general public; ability to persuade stakeholders | x | x |
| Strong communication skills (including presentation, written and verbal/interpersonal) |  | x |
| **Specific knowledge required** |  |  |
| Knowledge of local and regional transport planning authorities and processes (Scotland) | x | x |
| Knowledge of transport and active travel infrastructure delivery and best practise | x | x |
| Knowledge of Sustrans Paths for Everyone Vision | x |  |
| Good understanding of sustainable transport | x |  |

This document does not form part of the contract of employment but does outline our expectations.

If we need to amend this document in the future we will consult with the post holder before doing so.

**Everyone at Sustrans**

**Our values guide us in everything we do:**

* Including everyone
* Having the courage to question
* Acting local, thinking big
* Getting things done, together
* Always learning.
* Sustrans has clear health and safety policies and it is essential that all our colleagues follow these. Very often our teams come into contact with young people through schools work or community engagement so it is everyone’s responsibility at Sustrans to comply with our Safeguarding policies.
* One of our key strategic goals is to be a charity “for everyone”, building a more diverse and inclusive Sustrans. We recognise there is much more we can do to bring together diverse life experiences and voices to enable us to more fully understand, access and represent the communities we work in. Everyone at Sustrans should support this goal and follow our Equality, Diversity and Inclusion policies and procedures.
* Sustrans asks that all our employees develop their skills, knowledge and experience through training and personal development activities. Sustrans will support you with clear objectives and a supportive management culture - our teams tell us that one of the great things about working for Sustrans is the learning and knowledge sharing opportunities.
* It is very important that our colleagues are happy and able to work with IT systems - we use Microsoft programmes and other databases every day (we will train you on our bespoke systems).
* It is also important that everyone at Sustrans supports and follows with the charity’s guidance on branding/key messages and contributes towards raising Sustrans’ profile.
* Everyone at Sustrans is required to work their contracted hours and record their time – if extra hours are worked then we can take time off in lieu.­
* We ask that everyone in Sustrans helps us to develop new opportunities for funded work and builds excellent relationships with our delivery partners and stakeholders.
* Two of our values are *we get things done, together* and *we’re always learning.* Managers often require their teams to get involved in activities that are outside of their job descriptions as we feel this is one of the ways you can learn on the job, develop new skills, make new contacts and progress your career with Sustrans.