

**Job Description**

**Job title**: Infrastructure Officer, Project Delivery, Scotland

**Reference**: SUS2791

**Salary**: Grade F: £24,446 per annum

**Hours**: 37.5 hours per week

(Flexible working arrangements negotiable)

**Contract**: Permanent

**Base**: Sustrans Scotland offices in Edinburgh

There may be opportunity/flexibility for occasional home or remote working as well as working from the Sustrans office in Glasgow or Council offices in Stirling or Glasgow.

**Purpose of Job:**

The core role of Infrastructure Officer, Project Delivery, is to support the delivery of one of the programme’s largest multi-million pound, multi-year projects.

The Infrastructure Programme and Safer Routes to Schools Fund (now combined into “Places for Everyone”) provide grant 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.

These ambitious multi-million pound projects seek to restore the balance of Scotland’s streets in favour of people walking and cycling, and set new standards for best-practice design, engagement and behaviour change.

**Dimensions of Job:**

The post-holder will assist in the design and delivery of exemplary walking and cycling infrastructure, public realm improvements and temporary infrastructure that will create more pleasant places for people walking and cycling across Scotland. They will also assist in the design and delivery of behaviour change activities supporting these projects and will enable best practice community and business engagement throughout the project through outreach and events. They will facilitate integrated, cross-sector working.

The post-holder will work in a monitoring, advising, influencing and supporting capacity, ensuring that Infrastructure projects:

Observe best practice and ensure quality;

Offer best value;

Achieve the desired outcomes of Sustrans and the Places for Everyone design principles ;

Adhere to conditions set out in funding agreements and are delivered within timescales.

**Place in Organisation Structure:**

The post-holder will report to an Infrastructure Coordinator, Project Delivery and be part of the Places for Everyone team, managed by the Infrastructure Manager.

They will be part of the wider Places for Everyone team, which is managed by the Head of Infrastructure & Delivery, Scotland. In addition, the post-holder will receive support and direction from colleagues in other disciplines as and when required.

**Key Relationships:**

Internal: Infrastructure Coordinator

Other Infrastructure officers

Infrastructure Manager

Head of Project Delivery, Infrastructure

Other Sustrans staff as required

External: Local authorities and other partners in receipt of funding support

Residents, community groups and businesses

Consultants, contractors and suppliers

Statutory Authorities

Landowners

Transport Scotland Sustainable & Active Travel Team

**Key Responsibilities:**

1. To monitor the delivery of the projects within agreed timescales, with support from Infrastructure Coordinators.
2. To appraise and review designs, engagement strategies and behaviour change work associated with infrastructure projects.
3. To provide advice and support to local authority partners in at least one of the following areas - urban design, engineering, community engagement, behaviour change - demonstrating an understanding of practical constraints as well as a creative and innovative approach.
4. To participate in project meetings with partners and other stakeholders.
5. To help ensure effective local partnerships are developed and maintained in order to support wider project objectives.
6. To facilitate integrated, cross-sector working to help deliver projects.
7. To ensure that the Infrastructure Coordinator is made aware of any key issues in the project delivery, especially where the overall project quality, delivery timescale, or expenditure is at risk.
8. Where appropriate, to help provide project management including scheduling and budget management.
9. To assist in delivering community engagement and/or walking and cycling events and processes for individual projects.
10. To liaise with monitoring and evaluation colleagues to support the monitoring, evaluation and reporting of the outcomes and outputs of projects.
11. To liaise with communications colleagues to support the communications outcomes and outputs of projects.

**Communication and marketing:**

1. To promote the Places for Everyone programme and encourage new funding bids and new partners to apply to the fund.
2. To help with the administration and promotion of the Places for Everyone programme.
3. To contribute towards raising the profile of Sustrans, by representing the charity at meetings, activities and events, as required.

**Training and personal development:**

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

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

1. To support and comply with the organisation’s policies for the management of Health and Safety.
2. To support and comply with the organisation’s policies for the management of safeguarding.
3. 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.

**Other:**

1. To perform any other duties consistent with the nature and grade of the role as agreed with the line manager.
2. To participate in the team-based approach to Sustrans work in Scotland.

**Working Conditions:**

The post-holder will be based at the Sustrans Scotland office in Edinburgh. There are options for: home working; use of partner office space; or use of office space in Glasgow; or use of the Inverness Sustrans office.

Travel across Scotland and overnights away from home or work outside normal office hours will be required. The post-holder will be expected to travel to site by sustainable transport methods where 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 post-holder.

Compiled by: Infrastructure Coordinator, Scotland

Date: October 2019

**Infrastructure Officer, Project Delivery, (SUS2791)**

**Person Specification**

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| **Criteria** | **Essential** | |
| Qualifications, education and training | A good standard of education and relevant experience | |
| Experience | Technical background (e.g. experience in delivery of civil engineering, active travel or public realm projects)  Experience of project management and delivering to time and budget  Experience of building successful working relationships with partner organisations  Experience of engaging with community representatives and stakeholders in the design and delivery of infrastructure projects | |
| Skills and abilities | An ability to develop productive working relationships with partner organisations.  Excellent interpersonal skills including the ability to express complex subjects in an effective and accurate manner.  Proven ability to advise and influence others in the design and delivery of projects.  Excellent attention to detail.  Ability to present to a technical/specialist audience.  Excellent written and verbal communication, IT literacy and administrative skills.  An ability to be proactive, organised and efficient.  Able to function on own initiative with limited supervision.  Ability to work as part of a team with a positive and enthusiastic attitude. | |
| Knowledge | An understanding of and enthusiasm for high quality public realm, urban design and planning.  Knowledge of best practice walking and cycling infrastructure.  Understanding of community engagement | |
| Other | A dynamic, imaginative and creative approach.  Committed to Sustrans’ vision and the promotion of sustainable transport and design. | |
| **Criteria** | | **Desirable** |
| Qualifications, education and training | | Educated or trained in any of the following sectors:   * Urban design * Place-making * Landscape architecture * Engineering or related field * Transport modelling * An alternative, relevant and demonstrable specialism (e.g. collaborative design) |
| Experience | | Detailed design and construction.  Local authority working and practices.  Working for a grant funding body.  Engaging with communities and community representatives in the design and delivery of infrastructure projects, e.g. organising engagement events.  Social marketing, behaviour change communications and promotion of projects (including social media).  Engaging with local businesses and businesses groups/organisations, e.g. BIDs.  Cross-sector collaboration and action |
| Skills | | Visual presentation skills:   * free-hand drawing * relevant experience using computer design packages, such as: Photoshop, SketchUp, Illustrator, InDesign, AutoCAD   Ability to use GIS and mapping software  Traffic modelling |
| Knowledge | | Knowledge and understanding of transport planning and policy  Website editing/blog writing/creating social media content  Understanding of the Equality Act 2010 and its implications for design and delivery of projects |