

### Job Description

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

**Reference**: SUS2788

**Salary**: Grade G: £27,255 per annum

**Hours**: 37.5 hours per week

(Flexible working arrangements negotiable)

**Contract**: Maternity cover

**Base:** Sustrans Scotland office in Edinburgh

There may be opportunities for home/remote working

**Purpose of Job:**

The core role of the Infrastructure Coordinator, Project Delivery, 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.

Places for Everyone provides support, advice and 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 programme has supported over 250 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.

**Dimensions of Job:**

The post holder will oversee the delivery of a small number of programme’s largest multi-million pound, multi-year projects that seek to restore the balance of Scotland’s streets in favour of people walking and cycling.

The post holder will work directly with partners to support the design and delivery of exciting new projects across Scotland by providing advice on best practice approaches on urban design and community engagement, and leading a team that directly assists partners in project delivery.

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 organisational structure:**

The post-holder will report to the Infrastructure Manager, Project Delivery 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.

**Key responsibilities:**

**Delivery of projects or services:**

1. To appraise and review designs and provide high quality, imaginative and technically-competent design solutions that enable walking and cycling.
2. To line manage and support the work of Infrastructure Officers (Project Delivery).
3. To act as the voice of the Subject Matter Experts (SME) to Sustrans’ partners, SME are an internal group set up to provide feedback on partner’s designs.
4. To lead the SME group discussions, collating feedback and working with the Infrastructure Manager in refining the key messages for participants.
5. To provide design expertise and advice to regional colleagues, including creating and presenting appropriate sketches and drawings, for Places for Everyone projects.
6. To contribute innovative ideas to designs aiming to become truly exemplar.
7. To develop appropriate design materials, including guidance, plans, technical drawings and 3D visuals.
8. To design and deliver participative design processes with local people, engaging communities as widely as possible, in partnership with local authorities participating in Places for Everyone.
9. To design and deliver creative and eye-catching community engagement activities and events, such as consultation events, street parties, etc. in partnership with local authorities participating in Places for Everyone.
10. To deliver the temporary trialling of proposed interventions, including event management and overseeing installation.
11. To foster, promote and develop successful relationships with residents and other community stakeholders, including recruiting and training local champions.
12. To ensure effective local partnerships are developed and maintained in order to support wider project objectives.
13. To participate in project meetings with partners and other stakeholders.
14. Where appropriate, to provide project management including scheduling and budget management.
15. To liaise with monitoring and evaluation colleagues to support the monitoring, evaluation and reporting of the outcomes and outputs of projects.
16. To liaise with behaviour change colleagues to support the behaviour change outcomes and outputs of projects.

**Proposal development:**

1. To contribute to the development of the largest project proposals submitted to Places for Everyone.
2. To contribute toward the development of new ideas and innovative strategies for product development, marketing, branding, or business opportunities.

**Communication and marketing:**

1. To promote projects on social media and works with communications colleagues to support the generation of positive media based upon Sustrans’ project work
2. To contribute towards raising the profile of Sustrans, by representing the charity at meetings, activities and events, as required.
3. 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:**

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 and Inclusion:**

1. To support and comply with the organisation’s policy 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.

**Working conditions:**

Overnight stays away from home may be necessary when participating in projects away from their designated base. Occasional weekend and late working may be required with time off in lieu. We expect the post-holder to travel sustainably as far as possible for all their work journeys.

**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

Date May 2019

**Infrastructure Co-ordinator, Project Delivery, Scotland (SUS2788)**

**Person specification:**

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| **Criteria** | **Essential** |
| Qualifications, education and training | Educated to degree level or a relevant qualification in Urban Design, Landscape architecture or related field and/or an alternative, relevant and demonstrable specialism (e.g. collaborative design) |
| Experience | Experience of working on design projects with a significant level of community engagement or involvementExperience of a high degree of innovation to ensure systems and processes are in place, improving and streamlining management of the programme. Demonstrable experience in workshop facilitation and chairing regular meetingsProject management experience, working on multiple projectsExperience of working with a wide range of delivery partners local authority on project deliveryExperience of staff management |
| Skills and abilities | Outstanding and dynamic leadership skillsAbility to be proactive, to work independently and make decisions on own initiativeStrong influencing and persuasion skillsExcellent interpersonal and networking skills, specifically with relation to members of the community / general public.An ability to develop and maintain productive working relationships with partner organisationsVisual presentation skills (free-hand drawing and/or relevant experience with computer design packages e.g. Photoshop, Sketch Up, Illustrator, InDesign)Excellent written, verbal communication and presentation skillsAn ability to be organised and efficient, able to function on own initiative with limited supervisionStrong administrative skills |
| Knowledge | Knowledge of current best practice in street design. Computer literate (knowledge of word-processing, databases, spreadsheets packages, internet and website usage) An understanding of local travel issues |
| Other | A dynamic and creative approachCommitted to Sustrans’ vision  |

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| **Criteria** | **Desirable** |
| Experience | Managing walking and cycling projects Co-ordination of events |
| Skills and abilities | Negotiating skillsDiplomacy skills |
| Knowledge | Knowledge and understanding of highway design, transport planning and policy Design for accessibilityKnowledge of community engagement and consultation Knowledge of GISKnowledge of project management systemsLocal authority working practices  |