**Candidate Information**

**Head of Design, Engineering and Assurance**

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| **Salary:** | Grade J:£42,080 |
| **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 or Glasgow with the flexibility to work from home, or home-based within reasonable travelling distance from Edinburgh or Glasgow. |
| **Travel:** | 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. |
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**Job or Project Specific Information**

The purpose of this post is to lead Sustrans Scotland Design, Engineering and Assurance function to support the effective delivery of programmes and be a senior influencer within active travel in Scotland.

The Head of Design, Engineering and Assurance is a wide ranging role with opportunities to work with representatives from central and local government, active travel delivery partners, communities, Transport Scotland and other key stakeholders.

The post holder is responsible for setting the strategic direction of the function ensuring prioritisation and allocation of resources to deliver projects against a range of financial and performance targets set in conjunction with our clients.

As well as providing leadership to your team, you will have oversight of and hold relationships with partners, clients and other stakeholders.

You will be expected to work collaboratively across the organisation including the UK Design, Engineering and Assurance functions, with other programmes, services and a Programme Management Office.

You will be held to account for your performance by the Director for Scotland.

**Specific Role**

You will have responsibility for leading the Design, Engineering and Assurance function providing services across the range of programmes and projects Sustrans delivers. This includes:

* planning and delivery of engineering projects Sustrans directly delivers or sponsors on the National Cycle Network
* assurance on deliverability of projects Sustrans provides grant funding to
* responsibility for supporting and complying with policies for the management of Health and Safety
* responsible for Sustrans duties as they relate to CDM (2015) Regulations
* providing up to date technical knowledge and advice on best practice within the sector
* quality and consistency in urban design solutions and advice across programmes, that align with industry standards and best practice guidance in Scotland
* responsible leading a team on transport and mobility planning for Sustrans projects

You will be expected to collaborate effectively with Programme Heads and Heads of functions to prioritise and effectively resource a range of programmes.

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

**Job Description - About the Role**

**Overview**

The Head of Design, Engineering and Assurance will have operational and strategic responsibility for the delivery of a function delivering services across a range of programmes and projects.

You will lead, develop and manage a team which will including a range of technical professionals qualified in civil engineering, urban design and mobility planning.

You will be expected to work collaboratively with other Heads of Programme, other Heads in Scotland and the wider UK design, engineering and assurance functions.

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| **Where this role sits in the structure** | Reporting to the Director for Scotland  Working closely with other Programme Heads, Heads, Senior Programme Management Office Manager, Project Managers, and other post-holders providing a range of services.  You will have line management responsibility for:  Principal Engineer  Principal Urban Designer  CDM Manager  Capital Advisors |

**Key Responsibilities**

Responsibilities may include:

1. Provide leadership, expertise, support and guidance to project teams.
2. Set the strategy for the Function to deliver Sustrans’ priorities and client’s objectives.
3. Work closely with key stakeholders such as Scottish Government, Transport Scotland, local government, Active Travel Delivery Partners to influence and deliver active travel in Scotland.
4. Prioritise, provide and manage the allocation of resources that support delivery of Programmes and Projects within the UK Programme and Project Management Framework.
5. Ensure that robust programme and project controls are in place to provide client assurance on performance, risk and issue management, governance, change control, benefits realisation, information management and assurance.
6. To ensure accurate and timely reporting on all aspects of the function’s service to programme and project management performance for internal and external assurance.
7. Ensure proactive resource management in an integrated approach across programmes, projects and services, understanding capacity and capability requirements.
8. To report to Programme Management Boards and Director for Scotland ensuring appropriate levels of reporting on financial and performance targets.
9. To support and comply with policies for the management of Health and Safety
10. To ensure Sustrans duties related to CDM (2015) Regulations
11. Ensure quality and consistency in urban design and mobility planning solutions and advice across programmes
12. To influence current thinking on active travel engineering and design at a senior level with key stakeholder groups both drawing on and informing best practice in the sector

*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** |  |  |
| Degree in Civil Engineering or Traffic Engineering or equivalent | x |  |
| Relevant experience of civil engineering contract management (NEC3&4) for projects ranging in scale and complexity | x | x |
| Preparation of bills of quantities and construction cost estimates and preparation of technical drawings and specifications | x |  |
| Proven track record of leading, managing and developing a multi-function team | x | x |
| Experience of successful working across organisations in a programme setting | x | x |
| Experience of working with external stakeholders including communities, clients, partners, employers, education partners | 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 report writing, presentation, written and verbal/interpersonal) |  | x |
| **Specific knowledge required** |  |  |
| Health and safety management including CDM 2015 | x | x |
| Highway regulations and guidance such as Manual for Streets, Cycle By Design, DMRB, TSRGD, MCHW and Traffic Signs Manuals | 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.