**Candidate Information**

**Principal Mobility Planner**

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| **Salary:** | Grade I:£37,004 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 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 Transport Planning function to support the effective delivery of programmes and be a senior influencer within active travel in Scotland.

The Principal Mobility Planner 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 operational function and best practice 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 in some instances 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 Head of Design, Engineering and Assurance.

**Specific Role**

You will have responsibility for leading the Transport Planning function providing services across the range of programmes and projects Sustrans delivers. This includes:

* delivery of planning strategies and steer for capital projects and services and programmes across Sustrans and for the National Cycle Network forward planning
* optioneering and problem-solving proposals for local authority strategic planning and the subsequent projects Sustrans provides grant funding to
* providing up to date technical knowledge and advice on best practice within the sector

You will be expected to collaborate effectively with Programme Heads and Heads of functions, and the Management across Sustrans 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 Principal Mobility Planner will have operational 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 planners, including transport professionals and perhaps town planners.

You will be expected to work collaboratively with others 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 Head of Design, Engineering and Assurance  Working closely with other Programme Heads, Heads, Senior Programme Management Office Manager, Management, Project Managers, and other post-holders providing a range of services.  You will have line management responsibility for:  Senior Mobility Planner/s |

**Key Responsibilities**

Responsibilities may include:

1. To work with programmes, priority projects and project partners to jointly plan, produce strategic content, and deliver action plans and activities for specific projects and proposals.
2. Identify issues and recommend and/or coordinate improvements to multimodal transportation systems, via partners, to ensure equitable access for people of all ages and ability.
3. Lead on and steer other professionals in the development, implementation, and tracking of a city/town/village-wide bicycle and pedestrian planning; including necessary coordination with GIS to maintain accurate databases of bicycle and pedestrian facilities.
4. To work with engineering and assurance colleagues on the design and implementation of temporary measures designed to manage vehicle movements and speeds and improve place quality.
5. Review and comment on capital projects, new development proposals, and redevelopment proposals for compatibility with multi-modal transportation system plans.
6. To be a source of advice and best practice for peers within the Design, Engineering and Assurance.
7. To support the delivery of training on best practice in transport planning, town planning, and urban analysis to Sustrans internal colleagues and external partners.
8. To be aware of best practice in transport planning and town planning through reading, training opportunities and events.
9. To be aware of and experienced in the design of schemes consistent with national standards for traffic calming.
10. To plan, co-ordinate and manage project inputs and outputs
11. Provide leadership, expertise, support and guidance to project teams.
12. Prioritise, provide and manage the allocation of resources that support delivery of programmes and projects.
13. To ensure accurate and timely reporting on all aspects of the function’s service.
14. To support and comply with policies for the management of Health and Safety.
15. On occasion to influence current thinking on active travel design 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 or equivalent or a relevant qualification in Transport Planning, Town Planning, or related field | x |  |
| Experience of working on a diverse and complex range of design projects considering place and movement functions alongside interactions of vehicular traffic | x | x |
| Experience of goal setting at a strategic level and in the development of a pipeline of project priorities that progress to detailed design and construction | x |  |
| Proven track record of leading, managing and developing a multi-function team | x | x |
| Experience of working on projects with a significant level of stakeholder and community engagement and involvement, and in workshop facilitation | x | x |
| Experience of working with external stakeholders including communities, clients, partners, employers, education partners | x | x |
| Proven track record in managing multiple relationships with key partners and producing high quality outputs for a range of audiences to support strategic action plans | x | x |
| **Skills and Abilities** |  |  |
| Good organisational skills (including time management skills and a methodical approach) | x |  |
| Excellent leadership, motivational, and problem-solving skills |  | 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 report writing and communication skills (including verbal/interpersonal) |  | x |
| **Specific knowledge required** |  |  |
| Knowledge of and experienced in the design of schemes consistent with national standards for traffic calming | x | x |
| Knowledge of current best practice in strategic planning, transport planning, the planning system and good practice with regards to new developments | x | 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.