**Candidate Information**

**Head of Programme, Network Development and Co-Design, Scotland**

|  |  |
| --- | --- |
| **Salary:**  | Grade J:£43,132 |
| **Hours:** | 37.5 hours per weekThis 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. |
|  |  |

**Job or Project Specific Information**

The purpose of this post is to lead one of Sustrans Scotland delivery programmes and be a senior influencer within active travel in Scotland.

The Head of Programme 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 programme and the delivery of projects against a range of financial and performance targets set in conjunction with our clients.

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

You will be expected to work collaboratively across the organization with other programmes, services and a Programme Management Office.

You will be held to account for your performance by Programme Management Boards, with support from a Programme Management Office.

**Specific Role**

You will have responsibility for leading the Network Development and Co-Design Programme.

Network Development is a key element of Sustrans Paths for Everyone priority to deliver the National Cycle Network (NCN). The NCN is one of Sustrans most important initiatives at a UK level and involves the delivery of active travel infrastructure in partnership with a range of stakeholders. This responsibility will include strategic planning of the delivery, engagement with communities and local authorities and the actual delivery of infrastructure. All the time, you will be working with and to Sustrans’ 30 year plan.

The approximate current value of Network Development work is £10m.

Co-Design work closely with Network Development and the Places for Everyone Programme to deliver innovative and high quality exemplars for active travel infrastructure. With engagement embedded within the team, Co-Design draw on resource from Engineering, Assurance and Design to ensure a tailored approach to user’s requirements. The team benefits significantly from cross organisation working with a view to influencing design and delivery of infrastructure, internally and externally.

The approximate current value of Co-Design work is £750,000.

You will be expected to ensure that the Programme is meeting performance targets, financial targets and delivering impact. You will be expected from time to time to review projects to stop those projects which are no longer delivering impact and to create new opportunities.

The Network Development and Co-Design Programme whilst delivering projects in its own right also has the opportunity to work strategically with and influence other Programmes.

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

**Job Description - About the Role**

**Overview**

The Head of Programme will have operational and strategic responsibility for the delivery of a programme.

You will be expected to work collaboratively with other Heads of Programme and other functions will provide services to your programme.

|  |  |
| --- | --- |
| **Where this role sits in the structure** | Reporting to the Portfolio DirectorWorking closely with other Programme Heads, Senior Programme Management Office Manager, Project Managers, and other post-holders providing a range of services.Each Head of Programme will have responsibility for line management of a number of roles. |

**Key Responsibilities**

Responsibilities may include:

1. Provide programme leadership, expertise, support and guidance to project teams.
2. Set the strategy for the Programme 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. Ensure Programmes and Projects work 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 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 ensuring appropriate levels of reporting on financial and performance targets.

*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.

|  |  |  |
| --- | --- | --- |
|  | **Application Form** | **Interview** |
| **Specific experience required** |  |  |
| Relevant previous experience in leading large scale projects in particular infrastructure projects preferably with a focus on active travel | x | x |
| Proven track record of engagement with key infrastructure and/or active travel stakeholders on the delivery of projects |  |  |
| Proven track record of leading, managing and developing a 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 |
| Experience of strategic planning of infrastructure and/or active travel projects | x | x |
| Proven track record in managing programme budgets effectively, risks and delivery | x | x |
| Experience of active travel and/or transport planning | 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 transport and active travel infrastructure, planning, delivery and best practice  | 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.