**Candidate Information**

**Project Manager, Co-Design**

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| **Salary:** | Grade H: £32,475 - £38,855 per annum (pro rata for part time hours) |
| **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 manage an ambitious and high-quality projects in active travel and the public realm.

The Project Manager, Co-Design is a dedicated role working across specific priority projects 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 overseeing the planning and delivery of a range of projects. They will plan the resources and manage the delivery of these projects against a range of project deliverables, financial and performance targets. These are set in conjunction with key clients and will be part of Places for Everyone and Network Development.

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

You will be expected to work collaboratively across the organization, various Heads of Programmes, the Scotland and the UK Design, Engineering and Assurance functions, and aim to compliment other projects and programmes, services and the Programme Management Office.

You will be held to account for your performance by the Head of Network Development and Co-Design.

**Specific Role**

The post-holder will have responsibility for project planning and delivery of Co-Design Projects.

The post-holder will be expected to collaborate effectively with Heads, and Managers across Sustrans to prioritise and effectively resource a range of projects.

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

**Job Description - About the Role**

**Overview**

The Project Manager, Co-Design will be responsible for the planning and delivery of priority projects, and development of future of projects to showcase best practice in active travel across Scotland.

You will lead, develop, and manage a team, predominantly of project leads and engagement professionals, whilst also utilising the services of designers and engineers.

You will be expected to work collaboratively with others in Scotland and the wider UK design, engineering and assurance functions to resource your projects.

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| **Where this role sits in the structure** | Reporting to the Head of Programme, Network Development and Co-Design  Working closely with Heads of Programmes and Functions, and others, including Project Pipeline Manager, Programme Management Office Coordinators, Management, a team of Project Leads, and other post-holders providing a range of services.  You will have line management responsibility for:  Project Lead/s |

**Key Responsibilities**

Responsibilities may include:

1. To lead the delivery strategy for Co-Design priorities, and to plan and operationalise Co-Design projects.
2. To develop project outcomes with key stakeholders to ensure that projects fulfil external and Sustrans’ business plan objectives while reflecting local needs.
3. Manage and lead the project teams to deliver key tasks to achieve project outcomes and aims within budget.
4. Manage the review and development of project outcomes, objectives, and outputs to achieve long term goals.
5. To develop, inspire and lead project teams by providing clear task planning, delivering on timescales, and mapping this to future development needs and opportunities.
6. Identify resourcing and expertise required to deliver project outcomes.
7. Manage and be responsible for the relevant project documentation, risk register and change control procedure.
8. Work with the Policy & Communications team and the Project Team to manage project related communications and key messaging.
9. Coordinate on business planning annually to ensure the Street Design and Pocket Places offer and pipeline is part of the cycle of Sustrans offer to the Scottish Government.
10. To establish effective relationships with the local stakeholders through the establishment and chairing of Steering and Project Delivery Groups.
11. To influence current thinking and drive innovation in active travel design in Sustrans and 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** |  |  |
| Strong experience and a proven track record in project management, and client and stakeholder relationships management | x | x |
| Experience of working on design projects, including coverage of the technical design, and construction stages | x |  |
| Management of project planning and execution, including budget, programme, risk | x | x |
| Experience of working on projects with a significant level of stakeholder and community engagement and involvement, and in workshop facilitation | x | x |
| Strong experience of working with external stakeholders including communities, clients, consultants | x | x |
| Proven track record in managing multiple projects, and seeing projects through to implementation | x | x |
| **Skills and Abilities** |  |  |
| Strong skills in risk management, the management of change, resource planning, and budget management and reporting | x | x |
| Ability to lead and enthuse a team/good team leadership skills |  | x |
| Excellent stakeholder engagement skills; ability to build relationships with project partners, community groups and the general public; ability to persuade stakeholders |  | x |
| Strong communication skills (including report writing, presentation, written and verbal/interpersonal) |  | x |
| **Specific knowledge required** |  |  |
| Project management theory and process, with an appreciation of programme management, alongside the key skills and appreciation of various project management software packages like Smartsheets | x | x |
| Knowledge of current best practice in urban design and place-making |  | 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.