

Sustainable Transport Manager Planning and Place



Cairngorms
National Park Authority
Ùghdarras Pàirc Nàiseanta a'
Mhonaidh Ruaidh

Fixed Term for 5 years from early 2024. Full time (36hours). Band E

Cairngorms 2030

With the support of the National Lottery Heritage Fund (NLHF) and national lottery players, this post is part of a team that the Cairngorms National Park Authority is recruiting to lead innovative, collaborative, and transformative change as we tackle the climate emergency and nature crisis. Acting comprehensively across the UK's largest National Park, you will give residents and visitors the tools to make a difference. With 80 committed partners, our collective endeavour is for the Park to become a global exemplar with integrity and heart, where the future is placed in the hands of the people and communities that live, work and visit here.

Purpose:

Lead the delivery of the Transport components within the Place theme of the Cairngorms 2030 programme. Reporting to the Head of the Cairngorms 2030 programme, this role is to ensure timely delivery of four strands of work across delivering active travel Infrastructure, sustainable travel, creating a cycle friendly Cairngorms and changing travel behaviours, so that the Cairngorms National Park becomes a rural exemplar for Active and Sustainable travel.

Responsibilities:

- Overall responsibility for delivery of the transport programme within Cairngorms 2030. This will be across the 4 multifaceted projects
 - delivering new Active travel Infrastructure,
 - instigating sustainable travel initiatives,
 - making the Cairngorms more cycle friendly and
 - encouraging a step change in travel behaviours.
- All Programme management functions including but not limited to programme planning, task management, financial forecasting and budget control, risk registers, progress monitoring and reporting.
- Developing match funding applications (eg Transport Scotland, Sustrans Places for Everyone, Paths for All) and then managing subsequent grant awards and their conditions (inc project meetings & relationships).
- Preparation of tender briefs and specifications for high value, technical construction contracts and for consultancy or goods and services contracts.
- Procurement of construction and services contracts to the required public sector procurement standards including tender assessment and awarding contracts.
- Undertaking the subsequent management of contracts including dealing with emerging contractual and legal issues.

- Manage multiple strategic relationships with external funders and partners in particular Local Authorities and Regional Transport Partnerships
- Convene a transport steering group including senior staff from partner organisations to help guide the delivery of Cairngorms 2030 transport projects.
- Lead on NHLF and other funders, reporting and monitoring requirements
- Lead the transport project monitoring and data gathering requirements and reporting.
- Manage a team of transport specialists, allocating workloads, supervising and providing support and decision making particularly in relation to the delivery of consultancy and construction contracts.
- Managing staff to ensure efficient and effective delivery of the relevant parts of the Corporate and Operational Plans and to ensure effective performance of staff including appraisal reporting, identify and help to meet training and development needs and implement Health and Safety procedures;

General:

- Contribute to the work of the Planning and Place Directorate and CNPA as a whole and ensuring compliance with financial procedures;
- Contribute to the delivery of the National Park Partnership Plan;
- To conduct other work, as necessary; and
- All post holders are required to be flexible with regard to their job description so that the organisation can adapt to new opportunities and priorities over time.

Person specification: knowledge, experience and training:

ESSENTIAL

- Recognised qualification at degree level or equivalent in a relevant discipline
- Significant, relevant demonstrable experience in the development and delivery of infrastructure projects from the perspective of the client or contractor (including contract and risk management, and management of technical advisors).
- Proven experience of delivering programme management responsibilities including the coordination and completion of concurrent projects on time, within budget and within scope, ideally in an active travel, road construction or transport related environment.
- Experience and knowledge of public sector procurement ideally in relation to infrastructure construction projects, including medium/high value works contracts.
- Ability to manage teams and have influence across the organisation and experience of providing advice and support to senior management.
- An excellent team-player, demonstrating experience of delivering complex and successful projects involving a range of partners; public, private and 'third sector'
- Excellent communication skills – verbal, written and presentational;
- Excellent organisational and analytical skills

- IT skills – word processing, spread sheets, data bases;
- Experience of health, safety and environmental management, including CDM regulations.
- Full UK driving licence or access to driver if disability prevents driving.
- Permission to work in the UK

DESIRABLE

- Membership of a relevant professional organisation such as ICE, IMechE, CHIT or TPS
- Project management qualification such as PRINCE2 or MSP
- Prior experience of managing Places for Everyone funded projects
- IT skills – project management software
- An understanding of the purpose and aims of the Cairngorms National Park.
- Knowledge of the Gaelic language

Colin S/ Liz H 12 Jan 24