

Hertfordshire County Council Job Outline



JOB TITLE:	Sustainable Transport Strategy & Programme Manager
GRADE:	M1 - M2
REPORTS TO:	Senior Strategy & Programme Manager
TEAM:	Highways Strategy & Implementation
DEPARTMENT:	Environment and Infrastructure

Purpose of the Job

The team facilitates increased use of sustainable transport to support economic growth, improved public health, air quality and tackle climate change. We do this by developing transport strategies and delivering programmes of transport improvements from inception to completion on the ground.

The roles within the team focus on developing transport strategies and programmes of transport projects. The roles within the team have a focus on either strategy development or programme management and implementation, working together to deliver transport schemes across the county.

Key relationships:

- Senior officers including from Development Management, Network Management, consultancy services and contractor partners.
- County councillors
- District and borough council officers
- External partners such as National Highways, Department for Transport and other transport providers

Main Areas of Responsibility

Delivery – programme of works or strategy

- Lead the development and delivery of Spatial Transport Planning & Strategy or transport and highway improvements in one of our geographical areas
- Commission, brief and manage consultant and contractor support
- Develop and monitor long term and annual programmes of work

Stakeholders & Political

- Engage and collaborate with key internal and external stakeholders to facilitate project delivery and wider outcomes
- Influence spatial and transport plans through engagement with partners eg. Local Planning Authorities, national agencies

- Negotiate and secure political approvals through formal democratic processes including writing and presenting panel reports
- Develop and oversee the delivery of effective stakeholder engagement strategies
- Provide expert advice to partners, councillors, senior officers, colleagues and the public

Funding and finance

- Secure financial resources through internal and external funding bids and negotiations with potential funders
- Monitor and manage budgets effectively as a Delegated Budget Holder, including accurate reporting and managing of variances

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

Qualifications:

- Post graduate Diploma, Masters or Honours Degree qualification or equivalent relevant qualification or experience
- Achieved or actively seeking professional membership or technical qualification with an appropriate institution

Skills:

- Management of projects and programme to agreed timescales.
- Ability to deliver work accurately and on time, managing competing priorities.
- An ability to influence and negotiate with councillors or other senior representatives and an awareness of the political environment
- Clear decisive and persuasive communication skills both written and verbal demonstrating an ability to present thoughts and ideas to a variety of audiences
- Collaborative working with team members and wider stakeholders
- Interpersonal skills including active listening, discussion, clear resolution of disagreements and giving and receiving feedback
- Numeracy and awareness of budget management and bidding processes

Knowledge of:

- Project and programme management (essential)

- Transport planning processes (desirable)
- Local planning processes / Local Transport Plan awareness (desirable)
- Democratic processes (desirable)
- DfT technical standards and appraisal methodology (desirable)

Demonstrable Experience of:

- Managing transport-related projects
- Financial management
- Contributing towards funding bids
- Working collaboratively as a member of a team
- Commissioning and managing consultants
- Working collaboratively with stakeholders
- Previous experience working with or for a public authority would be advantageous

Diversity and Inclusion

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format (access needs will be met for those with a disability)