

STRATEGIC TRANSPORT PROGRAMME COORDINATOR

Role Profile



Title	Strategic Transport Programme Coordinator	
Grade	GRADE J	
Reference:	N661a	
Reports to:	Strategic Transport Manager	
Work style Definition	Office based hot–desk/touch down worker	
Job Type:	Professional	
Primary purpose of role	Supporting the Strategic Transport Manager in providing overall leadership for and management of the Strategic Transport Team, with a particular emphasis on coordination and management support for the delivery of a programme of strategic transport projects in support of the Plymouth Growth Agenda.	
Key accountabilities and key measures	Role outcomes <ul style="list-style-type: none"> ▪ Provide leadership support for Strategic Transport Manager, including in relation to management and development of a programme of strategic transport projects, with project specific and other budget responsibilities as delegated. (20%) ▪ Undertake line management of officers in team as delegated by Strategic Transport Manager. (20%) ▪ Business case development and project funding bids. (10%) ▪ Manage a workload of high profile strategic projects through to delivery and ensure the development and preparation of schemes within the strategic pipeline ready for funding bids and business case submission (35%) ▪ Supports the development management and development planning process in order to support the delivery of the city's transport strategy. (10%) 	Role measures <ul style="list-style-type: none"> ▪ Effective management of staff resources to deliver SP&I business plan objectives. ▪ Successful delivery of strategic transport programmes and projects on time and to budget. ▪ Successful business case development and bidding for external funds. ▪ Growth potential in city realised through delivery of strategic transport infrastructure. ▪ Value of projects developed and delivered.

	<ul style="list-style-type: none"> Represents the Strategic Transport Manager as necessary on sub regional transport boards in relation to national road connectivity, to influence Government decisions on strategic route network changes. (5%) 	
Key activities	<ul style="list-style-type: none"> Leadership support in managing a portfolio of strategic projects and relationships with key partners. Direct line management of staff, including performance discussions, mentoring and development. Manage allocations of project work across the team in conjunction with Strategic Transport Manager Project management, preparation, submission and the delivery of Major Scheme Business Cases and other major scheme projects. Deliver responsibility for monitoring and driving the project delivery performance of the team. Promote a culture of good project management practice across the team Ensure accurate time recording and billing of time on capital projects across the team. Supporting and inputting to the preparation of development plan documents and other relevant planning strategies and documents. Represent the Strategic Transport Manager at key partner, planning and management meetings and disseminate outcomes across the team. Provide regular updates to the Portfolio Holder forward plan and other Member briefings for key projects. Keep the team up to date with changes in policy/ legislation/ process. Undertake other duties appropriate to the grade of the post 	
Essential qualifications/ knowledge	<ul style="list-style-type: none"> A degree or equivalent in a transport related discipline. A member of the Chartered Institute of Highways and Transportation, Chartered Institute of Logistics and Transport or other appropriate professional institute, or an action plan agreed with your line manager by 30 June 2019 for working towards securing this membership at the earliest opportunity. Knowledge of the Transport Act 2000, Traffic Management Act 2004. Knowledge of local regional and national transport policy. Understanding of the political aspects of delivering major transport scheme. Understanding of client duties under the Construction and Design Management (CDM) Regulations. 	
Desirable qualifications/ knowledge	<ul style="list-style-type: none"> Project Management qualification such as PRINCE 2. A professional management qualification Diploma in Management Studies (DMS) or equivalent and/or management training to a suitable level. 	
Essential experience	<ul style="list-style-type: none"> Extensive experience in a transport projects delivery field. Extensive experience of Project Management. Experience of managing and monitoring large capital budgets. Experience of reporting to Committees and representing a Local Authority at public meetings and with Central Government Experience of contract management. 	

	<ul style="list-style-type: none"> ▪ Experience of responding to the public and politicians and other stakeholders on contentious issues. ▪ Experience of attending public inquiries / hearings and other inquiries as an expert witness.
Desirable experience	N/A
Essential skills	<ul style="list-style-type: none"> ▪ Highly developed interpersonal and communication skills to maintaining relationships with, and give advice to, elected members, partners, colleagues, trade unions and outside partners and agencies, for staff management and leadership. To structure documents and present written information to a variety of audiences. ▪ Planning skills for weeks and months up to a year into the future to identify organise and prioritise on-going major project plans. Forward planning also to develop and produce transport strategies and lead partnership working. ▪ Key managerial competencies including leadership, innovative thinking, negotiation and motivation, setting performance standards and managing and monitoring budgets. ▪ Personal qualities of leadership, drive and enthusiasm including innovation, team organisation and motivation, effective communication, advocacy, and negotiating skills. ▪ Keyboard and ICT skills to produce project plans, reports, memos and emails
Corporate standards <ul style="list-style-type: none"> ▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. ▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures. ▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures. ▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation. 	