**Candidate Information**

**Job Title**

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| **Salary:** | Grade F:£25,561 per annum pro rata |
| **Hours:** | Full time hours are 37.5 hours per week or flexible working  This job can be considered for full time or from 37.5 hours per week. We are very happy to discuss working hours to suit individual circumstances. This role is particularly suitable for job share / compressed hours / school hours. |
| **Contract:** | Fixed term 2 years |
| **Base:** | Sustrans office in Birmingham with the flexibility to work from home, or home-based within reasonable travelling distance from Birmingham. |
| **Travel:** | This role will not involve regular travel most weeks. The focus of this role is across the region; we may occasionally need you to travel to a project area to support a projects manager or attend a regional meeting, including occasional overnights stays. |
|  | 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**

As part of the Network Development Team, the postholder will help support the delivery of [Sustrans Paths for Everyone Vision](https://www.sustrans.org.uk/about-us/paths-for-everyone) through delivery and development of the [National Cycle Network](https://www.sustrans.org.uk/national-cycle-network/) across Midlands and East. We want to see a UK-wide network of traffic-free paths for everyone, connecting cities, towns and countryside, loved by the communities they serve.

This role will have operational technical support responsibilities for delivering of Network Plan on infrastructure projects. Ensuring year on year delivery of all infrastructure-related targets towards Paths for Everyone in the Midlands and East.

Delivery of the National Cycle Network across Midlands and East is guided by Sustrans’ 30 Year Network Plan. The Network Plan informs Sustrans and its partners of future delivery goals, assists in identification of strategic delivery barriers and shapes our collective delivery model. It also informs business development activities, decision making, project tracking and reporting while helping to optimize business operations.

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

**Job Description - About the Role**

**Overview**

The Network Development Technical Officer will provide technical support into innovative cycling and walking projects on the National Cycle Network. Support the Network Development team by collating data and reporting to senior management. They will ensure all infrastructure-related objectives in line with our Paths for Everyone vision Network Plan project pipeline.

The role will involve working closely with Sustrans regional colleagues supporting the development of our long-term Paths for Everyone vision; integrating active travel to help deliver our priorities for a healthy, safe and carbon-neutral transport system within the planning application. You will assist Network Development team on best practice and ensure that this, and wider transport investment, is well spent, and will help raise the standard of cycling and walking Plans. You will contribute to external facing discussions with strategic and delivery partners; and ensuring enquiries and public consultations related to Network infrastructure development are dealt with in a timely fashion.

The role will play a key role in supporting Network Development Team with contracts and agreements with delivery partners and external contractors; in house commissioning and tendering as well as advising our land and estate management operations.

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| **Where this role sits in the structure** | Reporting into the Head of Network Development  Working closely with Network Development team, Design and Engineering, Partnership and Delivery teams.  This role does not have line management responsibility |

**Key Responsibilities**

**Delivery of projects or services**

Responsibilities may include:

1. To review and input data from the National Cycle Network ArcGIS Web Application network development plans and co-ordinate the project master sheet
2. To assist the team with collating feasibility studies, walking and cycling network plans and other paid services in order to influence the strategic development of the National Cycle Network (NCN) and promote improvements to the regional and local cycling and walking networks in the Midlands and East.
3. To manage incoming Network Development Plan communications.
4. To undertake site visits to conduct photographic surveys and/or technical analysis such as Paths for Everyone improvements across the region.
5. To assist with the Paths for Everyone regional steering group meetings
6. To help coordinate technically competent and imaginative solutions to developing high quality walking and cycling infrastructure.
7. To assist in the preparation of documents and supervision to support regional and national contracts for the construction of shared use routes and facilities.
8. To undertake work individually on agreed projects or as part of a regional and national delivery team when required.

**Business development**

1. To provide technical, mapping and graphic support To assist in the development of Sustrans offer and working practices through development of written methodologies.
2. To contribute toward the development of new ideas and innovative strategies for product development, marketing, branding, or business opportunities.

**Communication and marketing**

1. To contribute to increasing exposure of Sustrans, and our aims and objectives, by attending activities and events as required
2. To support and comply with the charity’s guidance on branding and key messages, positively contributing towards raising Sustrans’ profile.

**Training and personal development**

1. To attend essential Sustrans training as required by the Charity
2. To ensure own personal development by working to objectives set as part of the Charity’s appraisal process.
3. To assist with the personal development of colleagues in areas of specialist knowledge both informally and through development of written guidance and workshops.

**Health and safety and safeguarding**

1. To support and comply with the organisation’s Policies for the management of Health and Safety.
2. To support and comply with the organisation’s policies for the management of safeguarding.
3. To support Design and Engineering team in the discharge of Sustrans duties as a designer under CDM (2015).

**Other:**

1. Any other duties consistent with the nature and grade of the role as agree with their line manager.

**Working conditions:**

The post-holder will live close to the nominated office base although there are opportunities to work from home at times. Overnight stays away from home may be necessary when participating in projects away from their designated base. Occasional weekend and late working may be required with time off in lieu. The post-holder must be prepared to cycle or use public transport for the majority of work journeys.

*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** |  |  |
| Working within a ArcGIS technical role | √ | √ |
| Competent ability to use of one or more of the following design package, to aid the production of reports, designs and visualizations   * ArcGIS (mapping software) * Photoshop * InDesign * SmartSheet | √ | √ |
| **Skills and Abilities** |  |  |
| Ability to manage your own workload and working to tight deadlines. | √ | √ |
| Experience of working with Microsoft packages | √ | √ |
| Experience of working with large amounts of data | √ | √ |
| Ability to build successful stakeholders, public sector and volunteer relationships | √ | √ |
| **Specific qualifications/ training required** |  |  |
| A College or Degree in a relevant discipline or equivalent, or equivalent experience in Geography, infrastructure, Transport planning/policy or sustainable transport. | √ |  |
| **Specific knowledge required** |  |  |
| Understanding of walking and cycling route and network design and good practice and its implementation | √ | √ |
| Computer literate (knowledge of word-processing, GIS, databases, spreadsheets packages, internet and website usage) | √ | √ |
| Knowledge of Customer Relationship Management software | √ | √ |
| Understanding of project governance roles and responsibilities when planning and delivery projects. | √ | √ |
| **Other** |  |  |
| Knowledge Construction (Design and Management) Regulations 2015 | √ | √ |
| Committed to [Sustrans vision and values](https://www.sustrans.org.uk/about-us/) | √ | √ |

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.