# Network Development Manager

## Role description

* **Job Family:** Network Development (Level 4)
* **Salary:** Grade G
* **Line manager:** Senior Network Development Manager
* **Department / Team:** Delivery (England), NCN

### Role summary

The Network Development Manager oversees the planning, delivery, and evaluation of active travel infrastructure projects, ensuring alignment with organisational goals and compliance standards. This role combines technical expertise, project leadership, community engagement, and strategic planning to enhance the National Cycle Network (NCN) and related infrastructure. The roleholder works collaboratively with internal and external stakeholders to deliver impactful, sustainable outcomes.

### Key responsibilities

**Project Management:**

* Lead on the management of active travel infrastructure design and construction projects from concept through to construction /implementation and evaluation.
* Role holders would typically work on one or two large, or multiple small schemes, and deal with general updates of the NDP linked to geographical areas or specific Local Authorities.
* Responsible for specialist technical support into projects (Technical roles).
* Accountable for project documentation for all projects within the remit.
* Manage grant funding for project partners (low risk projects) and oversee the related delivery, ensuring compliance with ecological, climate change and equality standards.

**Community Engagement / Collaborative Working:**

* Plan, organise and attendcommunity engagement activities to ensure collaborative approach to projects.
* Maintain key relationships with external partners for schemes in the Network Development Plan and working collaboratively to develop infrastructure schemes.
* Input into in to identifying priorities for volunteer involvement and actively engaging volunteers in work.

**Leadership and Management:**

* Day to day management of inter-disciplinary project teams.
* Role holders may line manage colleagues at lower levels.

**Communicating with and Influencing Partners:**

* Share knowledge, expertise and evidence through written reports and presentations to update and influence key external stakeholders (e,g. land owners and local authorities) and volunteers.

**Strategy and Business Development:**

* Contribute to planning the future network and developing a vision and clarity of what the NCN is seeking to achieve in their area.
* Contribute to the development and population of the project pipeline.
* Lead bid writing on small / medium proposals for new work, with support of more senior colleagues.
* Technical, mapping and graphic expertise to support bid writing (Technical roles).

**Analysis, Reporting & Documentation:**

* Quantitative and qualitative data analysis and reporting to demonstrate project progress and impact.
* Collect and analyse information from source documents and feeding into technical reports and feasibility studies.
* Role holders may also undertake site visits to conduct surveys/technical analysis.
* Supporting role in undertaking audits and reviews associated with technical documents.
* Engage with and identifying the need to work with RMU to carry out complex analysis to ensure impact is captured.

## Person specification

### Specific qualifications or experience required

* Degree or equivalent in a relevant discipline plus 2 years’ work experience, OR
* 5 years' work experience working in transport, urban planning or sustainability.

### Specific/technical knowledge required

* A practical working knowledge of principles and standard practices within active travel infrastructure including an awareness of spatial planning and transport planning.
* Using recognised technical expertise to produce project outputs (for technical roles).
* Knowledge of local and regional transport planning authorities and their processes and priorities.
* Knowledge of active travel network design and best practise.
* Working knowledge of health and safety legislation and practice including construction regulations.
* Proven experience of using design packages and mapping software.
* Competence in the use of MS Office.

### Skills and abilities

* Experience of managing projects and understanding of how to follow the project management delivery frameworks
* successful partnership working (with multiple partners in a range of sectors).
* Proven verbal and written communication skills including presentation skills, technical report writing and negotiation and advocacy skills.
* Strong organisational skills and the ability to plan and prioritise work for multiple projects.
* Experience of contributing to business development through opportunity generation, bid writing, budget preparation.
* Experience of supervising and mentoring colleagues.
* Proven problem solving capability requiring the application of acquired experience.

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.

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