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# Job Description

**Job title:** Network Development Manager (Midlands and East)

**Reference:** SUS2964

**Salary:** Grade G: £27,528 per annum

**Hours:** 37.5 hours per week

**Contract:** 2 year fixed term contract

**Base:** Midlands and East – Birmingham Office

Note: this role will require the post-holder to travel and work at other locations as necessary to undertake projects on behalf of Sustrans.

**Job purpose:**

To proactively develop cycle routes and networks, including National Cycle Network (NCN), by project managing schemes from land acquisition and fund assembly through to construction. To undertake network studies, feasibility studies and cycle route design, taking responsibility for generating funding for future work. To be responsible for liaising with local authorities and other partners to secure new opportunities for Sustrans to influence cycle network development through consultation and paid work and to work with other Sustrans teams, community and volunteer groups to support the development and maintenance of the National Cycle Network (NCN).

**Place in Organisational Structure:**

The postholder reports to Head of Network Development, Midlands & East.

**Key relationships:**

Internal: England Director, Midlands & East

Head of Network Development, Midlands & East

Head of Design and Engineering, Midlands & East

Network Development Managers, Midlands and East

Network Technical Officer, Midlands and East

Land Manager

Head of Mapping Services

Engineering and Design teams, Midlands and East

Partnerships Manager and their team

External: Local authority and other clients and funders, including key senior officers and decision-makers

Local Enterprise Partnerships (LEPs)

Devolved administrations and Combined Transport Authorities

Local volunteers

Local supporters

Landowners and other key delivery partners

**Key responsibilities:**

**Delivery of projects or services:**

* To deliver feasibility studies, cycle network plans and other paid services in line with partner, funder and Sustrans requirements.
* To project manage or work with the construction and maintenance team to ensure the delivery of network development projects
* To coordinate and influence the strategic development of the National Cycle Network (NCN) and promote improvements to the regional and local cycling and walking networks
* To act as first point of contact for Sustrans’ infrastructure work
* To clearly understand and undertake work individually on agreed projects or as part of a regional and national delivery team when required.
* To be responsible for monitoring and commenting on planning applications and strategic planning documents in the best interests of Sustrans.
* To build partnership in your area, seeking funded work that you can project manage and deliver for the Head of Network Development
* To assist the Land Manager in the East of England and Volunteer Manager to support Sustrans’ volunteers in the local area in inspection, maintenance and workdays on the NCN.
* To ensure all activities follow Sustrans’ Project Management Framework (PMF) and CRM procedures
* To work with volunteers and other partners such as Highway Authorities and Canals and Rivers Trust to ensure that the NCN is properly signed.
* To lead on ensuring that regional data for central ArcGIS system is up to date, including working with volunteers and technicians to the ensure NCN mapping is accurate.

**Business development:**

* To participate in bid writing for projects at the direction of the Head of Network Development.
* To assist the development and promotion of a range of sustainable transport initiatives across the portfolio of Sustrans’ activities as agreed with the England Director, Midlands & East and Head of Network Development.
* To work with the local authorities and local communities to develop infrastructure schemes.
* To pursue business development opportunities to support income targets maintaining key local authority and partner relationships.
* To contribute toward the development of new ideas and innovative strategies for product development, marketing, branding, or business opportunities.

**Communication and marketing:**

* To contribute towards raising the profile of Sustrans, by representing the charity at meetings, activities and events, as required.
* To act as the main point of contact regarding cycling and walking infrastructure for Sustrans in the Midlands and East.

**Training and personal development**

* To attend essential Sustrans training as required by the Charity
* To ensure own personal development by working to objectives set as part of the Charity’s appraisal process.

**Health & Safety, Safeguarding and Equality, Diversity and Inclusion:**

* To support and comply with the organisation’s policy for the management of Health and Safety.
* To support and comply with the organisation’s policies for the management of safeguarding.
* To support and comply with the organisation’s policy and procedures relating to Equality, Diversity and Inclusion and apply principles of best practice in own role.

**Other**

* Any other duties consistent with the nature and grade of the role as agreed with the line manager.

**Working conditions:**

The post-holder will live close to the nominated office base although there may be 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 walk, cycle or use public transport for the majority of work journeys.

**Special note:**

This job description does not form part of the contract of employment, but indicates how that contract should be performed. The job description may be subject to amendment in the light of experience and in consultation with the jobholder.

Compiled by: England Director, Midlands & East.

Date: February 2020

**Network Development Manager, Midlands and East (SUS2964)**

**Person specification**

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| **Criteria** | **Essential** |
| Qualifications, education and training | Educated to degree or higher level in a relevant discipline or equivalent, or equivalent experience. Relevant fields include transport planning, geography, highway engineering, infrastructure, urban design |
| Experience | A proven track record in project management and implementation  Experience of working on projects within an established project management framework  Experience in preparing project budgets  Experience of working with communities and the public sector  Experience of working in partnership with other groups / organisations and with a broad range of individuals  Experience of delivering feasibility studies and other reports under contract for clients |
| Skills and abilities | Excellent written and verbal communications skills  Effective negotiation and advocacy skills  Ability to prioritise and manage own workload  Ability to research and produce reports  Strong partner liaison skills  Ability to build and maintain effective working relations at all levels  IT literate |
| Knowledge | Understanding of the sustainable transport agenda in the UK  Understanding of cycle network design and good practice and its implementation |
| Other | Committed to Sustrans’ vision |

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| **Criteria** | **Desirable** |
| Qualification | Educated to degree level or equivalent |
| Experience | Experience of multi-purpose route development  Experience of marketing and promotion  Experience in using Geographical Information Systems (GIS) mapping software  Experience of contributing to funding bids and reports to funders  Experience of land negotiation and acquisition |
| Skills and abilities | Ability to write technical reports highly focused on cycling and walking  Excellent presentation skills |
| Knowledge | Understanding of engineering as related to cycling and walking infrastructure  Knowledge of the sustainable transport agenda and infrastructure in the Kent & Sussex region  Good understanding and knowledge of sustainable transport policy |