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# Job Description

**Job title:** Capital Advisor

**Reference:** SUS3076

**Salary:** Grade I: £35,743 per annum

**Contract:** Permanent

**Hours:** 37.5 hours per week

**Base:** Sustrans Scotland offices in Edinburgh

Initial home working may be expected due to

office closures during current C19 restrictions

**Job purpose:**

The post holder will be responsible for the effective management and costing of a wide range of medium to large capital funded infrastructure projects in order to ensure these deliver excellent value and demonstrate best practice in active travel design. In addition, the post holder will play a key part in supporting our grant making offer including providing support and advice to colleagues throughout the lifecycle of the grant funded projects

**Place in Organisational Structure:**

The post-holder reports to the Head of Infrastructure with close liaison with the Director Scotland and the Finance Business Partner.

**Key relationships:**

Internal: Director of Scotland

External: Transport Scotland

**Key responsibilities:**

1. To facilitate the collection of project requirements, objectives and expectations in order to allow the identification of preliminary cost estimates for forward budget planning purposes.
2. To work with management team and provide advice and guidance on project cost estimating, planning/scheduling, project benchmarking, effective cost control/forecasting, effective project  progress control, contracting/procurement-plans, cash flow management and financial status of projects
3. To research, identify and agree project requirements with internal teams and third parties in relation to specific infrastructure projects.
4. To assist the team on the effective management of key issues that are found within major construction projects, including management of risk, design development and change, conflicting client priorities, cost control, contractual issues.
5. To monitor and report on project programmes and cost profiles during the construction phase ensuring all cost variations are fully reconciled and approval is obtained.
6. To collate briefing information to facilitate tendering and commissioning of external consultants; to supervise consultants in producing detailed project proposals; to subsequently oversee the consultants in managing project procurement and delivery to practical completion
7. To prepare and submit monthly project review reports for internal SOG meetings.
8. To plan and prioritise workload effectively to ensure that critical project milestones are achieved and report where there is variance.
9. To participate in formal post project reviews, in order to establish the extent to which schemes have met their stated objectives, have been delivered in accordance with the agreed brief, have addressed internal and stakeholders requirements

**People management:**

1. To lead, inspire and motivate teams in Scotland, directing resources effectively, ensuring work is timetabled and delivered on time and on budget.
2. To operate as a team player, develop and coach direct or indirect reports by setting clear objectives and monitoring performance to maximize their potential.
3. To work with HR to ensure that Training and Development of staff is planned effectively and in line with business need.
4. To manage internal and external stakeholders with confidence

**Communication and marketing:**

1. To contribute to raising the profile of Sustrans, by representing the charity at meetings, activities and events, as required.
2. To contribute information, articles and other material to support the communication of Sustrans aims and achievements and thus influence Scotland to make it easier to walk and cycle.

**Training and 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 work closely with the SLT Scotland to ensure an inspirational approach is taken to making sure all staff are fully trained and actively realising their professional and personal development.
4. To encourage and support the mentoring of more junior members of the team to facilitate their career development.

**Health & safety, safeguarding and equality, diversity & inclusion:**

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

**Networks:**

1. This role may have additional responsibilities as a member of a network of colleagues working on Sustrans-wide oversight of programme and project delivery.

**Other:**

1. 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 within a reasonable distance of 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: Infrastructure Manager

Date: November 2020

**Capital Advisor (SUS3076)**

**Person Specification**

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| **Criteria** | **Essential** |
| Qualifications, education and training | Highly numerate with excellent attention to detail Educated to degree level or equivalent or demonstrable experience in a similar role Relevant Quantity Surveying Qualification or similar in construction management or building surveying |
| Experience | QS experience including cost and project assessments in a grant or similar funding environment |
| Skills and abilities | Highly numerate with excellent attention to detail ,Financial costing, project costing, management ,infrastructure project management skills, strong IT skills Excellent written and verbal communication skills |
| Knowledge | QS/costing/budgeting/finance/IT |
| Other | Committed to Sustrans’ vision |

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| **Criteria** | **Desirable** |
| Qualifications, education and training | Advance QS qualification BSC/MSC or equivalent |
| Experience | Project costing, budgeting and grant management  |
| Skills and abilities | Advanced QS/Finance/IT skills |
| Knowledge | Advanced QS/costing/budgeting/finance/IT |