

**Job Description**

**Job Title**: Senior Project Officer, Collaborative Design, England North

**Reference**: SUS3400

**Salary**: Grade G: £27,804 per annum (pro rata for part time hours)

**Hours**: 18.75 - 37.5 hours per week

Flexible working requests are welcome

**Contract:** Permanent

**Base:** Sustrans office in Manchester at least 1 day per week, other 4 days could be home-based, within easy reach of Manchester/ Liverpool.

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

Initial full-time home working may be expected due to office closures during current C19 restrictions.

**Purpose of Job:**

To assist in the management of programmes and projects across the North of England (and elsewhere as required) that lead to the development of new innovative designs for neighbourhoods and streets, including public realm and cycle routes. This will include undertaking public engagement exercises, producing reports and feasibility studies, creating maps and drawings and undertaking site visits. Your work on our emerging portfolio of ground-breaking, community-led projects will contribute to the creation of healthier, happier towns and cities.

To principally work within our Liveable Cities and Towns and Paths for Everyone and programmes, which aim to get more people walking and cycling by improving the built environment and the NCN as well as the connectivity, safety, cohesion and appearance of both urban and rural environments working with communities.

**Place in Organisation Structure:**

The post holder will report to the Principal Urban Designer, England North

**Key Relationships:**

**Internal:** Principal Urban Designer and team

Head of Delivery and team

Head of Network Development and team

Principal Engineer

England Director, North

Other regional staff

Other Sustrans staff

**External:** Local authorities

Partner Agencies

Contractors and sub-contractors

Local residents and voluntary stakeholder groups

Local cycling and walking groups

Landowners, their tenants, land agents and solicitors

Potential funders

Sustrans volunteers

Community representatives

Members of the public

**Key Responsibilities:**

1. To assist in and check the work of others in the preparation of designs and provide high quality, imaginative and technically-competent design solutions that encourage walking and cycling in both rural and urban settings.
2. To take a lead role in the production of feasibility reports including production of maps, drawings, text and photographic surveys.
3. To plan, organise and assist with public and key stakeholder engagement including the management and administration of project steering groups.
4. To plan and support public events including urban street and public realm engagement.
5. To assist with the monitoring of delivery and impacts of our projects.
6. To contribute innovative and best practice ideas to improve existing cycle and walking schemes.
7. To provide design expertise and advice to regional colleagues, including the development of appropriate design materials, including plans, technical drawings and 3D visuals.
8. To plan, organise and assist in delivery of participative design processes with local people, engaging communities as widely as possible.
9. To plan, organise and assist in delivery of creative and eye-catching community engagement and consultation activities and events.
10. To help foster, promote and develop successful relationships with residents and other community stakeholders, including recruiting and training local champions.
11. To plan, manage, record and participate in project meetings with partners and other stakeholders.
12. To ensure that project budgets and resources are well managed and monitored to achieve successful project outcomes on time and to budget.

**Business development**

1. To seek and assess business development opportunities to add to a pipeline of potential future project work.
2. To take a lead on and assist in bid writing for projects at the direction of the Head of Delivery and Principal Urban Designer.
3. To contribute toward the development of new ideas and innovative strategies for product development, marketing, branding, or business opportunities.

**Communication and marketing**

1. To support and comply with the charity’s guidance on branding, tone of voice 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.

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

1. To support and comply with the organisation’s policy 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 and comply with Sustrans’ policies and procedures relating to Equality, Diversity and Inclusion and apply principles of best practice in own role.

**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 convenient reach of nominated office base although there will be opportunities to work from home. Overnight stays away from home may be necessary when participating in projects away from the designated base. Occasional weekend and late working may be required with time off in lieu. Sustrans staff are encouraged to walk, cycle or use public transport whenever possible for 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: Head of Delivery, England North

Date: September 2021

**Senior Project Officer, Collaborative Design, England North (SUS3400)**

**Person Specification:**

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| **Criteria** | **Essential** |
| Qualifications, education and training | Relevant qualification/ significant work experience in Urban Design, Landscape Architecture or related field and/or an alternative, relevant and demonstrable specialism (e.g. collaborative design) |
| Experience | Experience of working on issues surrounding walking and cycling infrastructure or general transportation issues.  Experience of working on design projects with a significant level of community engagement or involvement.  Experience of project management and delivery.  Experience of budget management and resourcing.  Demonstrable experience in workshop facilitation. |
| Skills and abilities | Ability to build effective working relationships with a range of project partners.  Ability to self-motivated and use own initiative.  Ability to work to tight deadlines to produce high quality reports and drawings.  Experience and evidence of use of computer design packages for written reports and technical documents.  An ability to interpret and deliver to a report or design brief.  An ability to be organised and efficient, able to function on own initiative with limited supervision.  Excellent communications skills and ability to undertake public engagement.  Strong administrative skills.  The ability to tailor the style of drawings and text content to the appropriate level of detail and character to reflect the stage of the project and the intended audience.  Visual presentation skills (freehand drawing and/or relevant experience with computer design packages e.g. Photoshop, Sketch Up, Illustrator, InDesign) |
| Knowledge | Understanding of wider transport and/or urban design issues and how they interact with creating more liveable spaces and supporting more sustainable transport modes.  Computer literate (knowledge of word-processing, databases, spreadsheets packages, internet and website usage) |
| Other | An enthusiastic team worker  A strong commitment to the promotion of sustainable transport |

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| **Criteria** | **Desirable** |
| Qualifications, education and training | Background and/or qualification in any one or more of the following disciplines:   * transport planning * civil engineering * traffic engineering * structural engineering * project management * contract management * grant management * land negotiation   Experience of GIS mapping systems |
| Experience | Experience of project management and implementation  Experience of undertaking feasibility studies  Experience of planning applications  Experience of productive partnership working.  Experience of business development and bid writing. |