# Senior Network Development Manager NCN

## Role description

* **Job Family:** Network Development (Level 5)
* **Salary:** Grade H
* **Line manager:** Head of NCN Delivery
* **Department / Team:** Delivery NCN

### Role summary

The Senior Network Development Manager / Senior Project Manager / Programme Manager is a leadership role focused on overseeing the planning, delivery, and evaluation of large-scale, complex infrastructure programmes and projects aligned with active travel goals. The role holder ensures the effective management of resources, compliance, and strategic alignment with organisational objectives, while fostering collaboration with stakeholders and driving community engagement. This position requires a high level of expertise in project and programme management, leadership, and strategic development to deliver impactful, sustainable outcomes.

### Key responsibilities

**Project Management:**

* Delivery of the network development plan within a region or nation. This may include programme management (regional small/lower risk programmes) and oversight of multiple schemes and projects including high risk, high value and/or large cross-team projects and complex projects.
* Delivery of technical support into infrastructure projects, leading and delivering a year on year programme of infrastructure outputs (Technical roles).
* Responsibility for managing a diverse team(s) and resources, monitoring progress and meeting KPIs.
* Supporting resource planning and links to project delivery framework QA for the department.
* Manage grant funding for project partners (complex, high value and/or high risk projects) and oversee the related delivery, ensuring compliance with ecological, climate change and equality standards and managing risks.
* Project sponsor role for internally delivered project(s) or external consultant commissions (business as usual projects).

**Community Engagement / Collaborative Working:**

* Manage the strategy for deploying community engagement support, to ensure enquiries are dealt with & public consultations happen in a timely manner.
* Develop key external relationships on priority schemes under the Network Development Plan and associated funding programmes and working collaboratively with LAs and local communities to develop projects.

**Leadership and Management:**

* Line management, coaching and development of direct reports by setting clear objectives and monitoring performance to maximise impact and development.
* Leading, planning, coordinating and prioritising the work of Project Managers at level 4 to ensure income is maximised and resources are focussed on projects with clear alignment to Sustrans’ vision and mission.

**Communicating with and Influencing Partners:**

* Share specialist knowledge and expertise with key partners and stakeholders through written reports, presentations and discussions to influence thinking and to communicate the progress and outcomes of Sustrans’ work.

**Strategy and Business Development:**

* Lead on the planning of the future network and developing a vision and clarity of what the NCN is seeking to achieve.
* Lead on the development and population of the project pipeline.
* Lead on the production of proposals for new work.
* Develop strategic priorities and KPIs aligned to key stakeholders.
* Contribute to raising the profile of Sustrans by representing the charity at meetings, activities and events and by maintaining key LA and partner relationships.

**Analysis, Reporting & Documentation:**

* Specify and review complex analysis to monitor the impact of programmes and projects and to feed into active travel strategies and plans.
* Sign off and review of technical documents.
* Work with RMU to ensure impact is captured.

## Person specification

### Specific qualifications or experience required

* Degree or equivalent in a relevant discipline plus 4 years’ work experience, OR
* 7 years' work experience in a relevant role / related field.

### Specific/technical knowledge required

* Thorough and specialist knowledge of principles and standard practices within active travel infrastructure including the application of spatial planning and transport planning.
* Lead on the delivery of technical support for infrastructure projects using recognised technical expertise (Technical roles).
* Good knowledge of local and regional transport planning authorities and their processes and priorities.
* Thorough working knowledge of health and safety legislation and practice including construction regulations.
* Knowledge of active travel network design and best practise.
* Proven experience of using design packages and mapping software.
* Competence in the use of MS Office.

### Skills and abilities

* A proven track record in project management and programme plan management including risk management and budgetary management.
* Proven competence in following a project management delivery framework.
* Experience of stakeholder engagement; building effective relationships and influencing stakeholders (project partners, community groups, volunteers, the general public).
* 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 large programmes and/or multiple projects (including complex and high risk projects).
* Experience of business planning and writing funding bids.
* Experience of supervising and mentoring colleagues and managing a team to deliver projects to budget and programme.
* Imaginative approach to problem solving requiring the application of acquired knowledge and 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.

Sustrans is a registered charity in England and Wales (number 326550) and Scotland (SC039263).

We work for and with communities, helping them come to life by walking, wheeling and cycling.

We campaign to create healthier places and happier lives for everyone.

Join us on our journey. [www.sustrans.org.uk](https://www.sustrans.org.uk/)