# Network Development Manager, NCN Planning

## Role description

* **Job Family:** Network Development (Level 4)
* **Salary:** Grade G
* **Location:** Scotland
* **Line manager:** Principal Network Development Manager, NCN Planning
* **Department / Team:** Planning, NCN

### Role summary

### The Network Development Manager, NCN Planning, oversees the development and implementation of the Network Development Plan (NDP) within their area of focus. This role combines technical expertise, project leadership, partner and community engagement, and strategic planning to identify and prioritise opportunities to fix and grow the National Cycle Network (NCN) and related infrastructure. The role holder works collaboratively with internal and external stakeholders to deliver impactful, sustainable outcomes.

This role is crucial to Sustrans ability to deliver its strategic priorities for the NCN.

### Key responsibilities

**Project Management:**

* Lead on the identification, prioritisation and selection of active travel infrastructure projects entering the delivery pipeline.
* Lead on projects aimed at improving the resilience, relevance and reliability of NDP data.
* Initiate feasibility work on priority infrastructure projects.
* Triage infrastructure projects into different delivery streams to progress through Design and Construction.
* Role holders would typically work on one or two large, or multiple small schemes.
* Track the progress of all infrastructure projects, both internal and external, that contribute towards the realisation of the NDP.
* Support quality assurance of the NDP through regular updates linked to geographical areas or specific Local Authorities.
* Support project and programme reporting for externally funded deliverables and internal Key Performance Indicators by identifying and analysing relevant NDP data.
* 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 attend community engagement activities to ensure collaborative approach to projects.
* Maintain key relationships with external partners for schemes in the NDP and working collaboratively to develop infrastructure schemes.
* Input into identifying priorities for volunteer involvement and actively engaging volunteers in work.
* Support continuous improvement of the NDP through collaboration with colleagues involved in NDP management.

**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:**

* Engage with partners on the development and implementation of the NDP.
* Identify shared aspirations with partners and communities for strategic route developments that will drive up the number and diversity of users on the NCN.
* Share knowledge, expertise and evidence through written reports and presentations to update and influence key external stakeholders (e,g. land owners, communities and local authorities) and volunteers.

**Strategy and Business Development:**

* Contribute to providing vision and clarity of what the NCN is seeking to achieve through network planning activity within the geographic area of responsibility.
* Support the tracking of Local Development Plans and planning applications on development sites to identify opportunity for future investment into the NCN through the planning system.
* 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.
* Knowledge of active travel network design and best practise.
* Knowledge of local and regional transport planning authorities and their processes and priorities.
* Knowledge of database management systems & best practise.
* Using recognised technical expertise to produce project outputs (for technical roles).
* Experience working with consultants and contractors.
* Working knowledge of health and safety legislation and practice including construction regulations.
* Knowledge of database management systems & best practise.
* Experience of using design packages, or a willingness to learn.
* Ability to interpret and manipulate data using GIS, or a willingness to learn.
* Understanding of project reporting systems.
* 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 business planning and writing funding bids.
* Proven problem-solving capability requiring the application of acquired experience.
* Experience of supervising or mentoring colleagues and managing tasks within a project team to deliver projects to budget and programme.
* Imaginative approach to problem solving.

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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