



Cumberland Council

Post Specification

Date	February 2024
Post Group Number	8165
Post Title	Programme Manager Infrastructure Planning – Active Travel
Job Family	OS17
Job Family Role Profile	Organisational support
Final Grade	Grade 17

To be read in conjunction with the job family role profile

Service Area description

This is a key post within the Infrastructure Planning and Transport Service. The Infrastructure Planning and Transport Service is responsible for the Council's engagement in all major projects and strategic transport infrastructure schemes to support delivery of the Council Plan.

Purpose of this post

- Lead the development and delivery of Council's significant active travel programme, aligned with wider policy objectives and activity on decarbonisation, levelling up and green recovery.
- With light touch support from the Manager / Senior Manager Infrastructure planning and Transport design, build and manage exemplary programme and project delivery environments across any or all stages of capital programme life-cycle.
- Lead the procurement and management of major contracts or multiple smaller contracts at any or all capital programme life-cycle stages from initial feasibility to completion and asset handover.
- Provide professional advice, expertise and evidence on active travel matters to help enable delivery of infrastructure improvements, including the development of solutions to complex technical transport infrastructure schemes.
- Lead and manage a high performing project and programme management team.
- Actively develop and mentor team members.

Key job specific accountabilities

1. Drive project and programme delivery across significant corporate programmes for active travel working across teams to deliver to exacting quality standards on time and within agreed budget, adopting an open and balanced approach to active risk management and escalation.
2. Leading compliance activity across the active travel programme ensuring all relevant statutory requirements, financial controls, standing orders, procurement procedures, contract requirements and grant conditions are fully complied with.
3. Be a project and programme management expert taking the lead on thematic delivery strands within the portfolio, working closely with colleagues on complementary programmes.
4. Actively participate in the continuous improvement and development of increased efficiency of Cumberland Council by pro-actively sharing programme management expertise and promoting a culture of high quality programme delivery.
5. Manage and participate in senior stakeholder engagement across a wide diversity of internal and external stakeholders including communities, elected members, senior officers, partner agencies, local businesses and central government.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none"> Projects and programmes with a value of £10m or over per annum.
Staff Management Responsibilities	<ul style="list-style-type: none"> Lead a project and programme management team in the region of 5 people. Lead and manage an extensive and diverse external supply chain comprising specialist consultants, professional services providers, works contractors and others.
Other	<ul style="list-style-type: none"> Projects may be of high profile and require direct engagement in media activities. A willingness to be directly engaged in media activities if required is required. Deputise for the Manager / Senior Manager Infrastructure Planning and Transport where appropriate.
Essential Criteria - Qualifications, knowledge, experience and expertise	
<ul style="list-style-type: none"> A strong track record in the delivery of large and complex projects and programmes including capital works at all phases including outline business case, outline design, detailed design, construction works and handover. Relevant degree or equivalent in related professional discipline. Experience in preparing transport planning / planning policy documents and associated evidence base documents. Significant experience of managing large public facing projects and programmes subject to high levels of interest by local communities, the media and politicians. Extensive knowledge and experience in managing medium to large value construction contracts including contracts for design services, technical services and capital works. Highly developed project, programme and risk management skills across all stages of project / programme life-cycle. A recognised project management qualification is desirable. Demonstrable experience of working with a range of external and internal stakeholders including external funding bodies. Proven track record of working in partnership across public, private and third sector. Awareness of and commitment to the requirements of the construction design management regulations and experience of providing leadership in relation to health and safety within a related industry. Strong commercial acumen and commitment to delivery of value for money public services. Proven ability to prioritise, motivate and influence others. Strong negotiation skills including in a commercial environment. 	
Disclosure and Barring Service – DBS Checks	
<ul style="list-style-type: none"> This post does not require a DBS check. 	
Job working circumstances	
Emotional Demands	Minimum exposure.
Physical Demands	Normal effort required.
Working Conditions	No additional demands.
Other Factors	
<ul style="list-style-type: none"> Cumberland Council is undertaking a step change in its commitment to decarbonisation. The active travel programme is fundamental to the success of this through the delivery of green infrastructure that directly support the communities of Cumberland. We are expanding our dynamic and high performing team and encourage applications from candidates who relish challenge and share our vision for the delivery of high quality cycling and walking infrastructure that will directly support our communities and aid green recovery. 	