

Job Description

Job Title:	Director, Sustrans Scotland
Reference:	SUS2829
Salary:	Grade L2: £56.559 per annum
Hours:	37.5 per week
Contract:	Maternity cover until approximately April 2021
Base:	Sustrans Scotland offices in Edinburgh

Purpose of Job:

To be accountable to the Deputy CEO for operational delivery in Scotland: leading staff and managing resources to deliver Sustrans Scotland business plan priorities and initiatives and to effectively deliver the 2020 Scotland Operational Improvement Plan.

To lead and inspire the Scotland team, line managing and leading the Senior Leadership Team (SLT) across all behaviour change, network development and infrastructure programmes in Scotland to make it easier for people to walk and cycle.

To report to the Deputy CEO, and work with the SLT to ensure successful delivery of the Active Cities & Town's programme. To maintain and strengthen key strategic relationships with Transport Scotland and other delivery stakeholders as required. To contribute to Sustrans-wide strategic development as a member of Sustrans' team of Directors.

Place in organisation structure:

The post-holder will report to the Deputy CEO / National Director, Scotland & Ireland.

Key Relationships:

Internal:

- Deputy CEO / National Director, Scotland & Northern Ireland
- Director of Urbanism
- Director, Active Cities & Town's Programme.
- Senior Leadership Team (SLT) in Scotland
- Business Support Manager, Scotland
- Senior Business Development Officer, Scotland
- Policy & Communications Manager, Scotland
- Other Sustrans UK colleagues

External:

- Scottish Government Ministers and civil servants
- Transport Scotland
- Active Travel Delivery Partners, Local Authorities, and community organisations

- Regional Transport Partnerships and other regional governance structures
- Other partners, third sector and public organisations as required

Key Responsibilities:

Leadership and Governance:

- To ensure effective delivery of the Active Cities & Towns programme and report to the Deputy CEO on its performance.
- To represent Sustrans with key stakeholder Transport Scotland, and other key stakeholders as required and national organisations working with Sustrans.
- To inspire and set the direction for the infrastructure delivery, behaviour change delivery, design and engineering, network development and partnership teams and their respective managers to achieve their objectives and targets
- To inspire and empower the Senior Leadership Team (SLT) and all-staff to act as experts and champions in their relevant projects.
- To ensure, through delegated responsibility, successful budget management and project delivery compliant with relevant systems and processes.

Operations:

- To manage staff and resources to ensure effective delivery of operations across the organisation
- To effectively deliver the Scotland Delivery Improvement Plan within agreed timescales, overseeing implementation of improvements designed to optimise systems, processes and structures.
- To ensure the aims of the Scotland Delivery Improvement Plan have been fully met, carrying out further review of operations and making appropriate recommendations as required to ensure systems, processes and structures are fully optimised

Programme Delivery:

- To lead the work of the Director, Active Cities & Town's programme and, through delegated responsibilities, ensure the success of the AC&T Programme:
 - monitor project progress ensuring programmes are delivered on time, on budget and in accordance with the appropriate best practice standards.
 - ensure reports to funders and partners are produced in a timely manner and to professional standards.
 - manage project budgets, including working with Sustrans Finance team to prepare budgets and accounts.
 - assist the delivery of key programmes by leading liaison with key stakeholders.
 - ensure programmes are fully evidenced, monitored, researched and reported.
- To work with the Deputy CEO and SLT to retain and positively develop existing funding partnerships and relationships with established stakeholders.
- To establish, maintain and influence positive relationships with major organisations, local authorities and key stakeholders in Scotland and ensure that walking and cycling and the work that Sustrans delivers is recognised and supported.
- To nurture relationships with existing and potential project partners and funders at regional and national levels, through efficient and effective delivery of funded work

Business development:

- To work closely with the Deputy CEO and the Senior Leadership Team to develop new project streams, innovate existing programmes, diversify funding, influence decision making, and influence political change where appropriate.
- Other tasks as directed by the Deputy CEO to develop Sustrans work in Scotland.

Communication and marketing:

- To contribute towards raising the profile of Sustrans, by acting as a media spokesperson where required alongside the Deputy CEO, and by representing the charity externally.
- To ensure Sustrans work in Scotland (and where appropriate from elsewhere in the UK) is evidenced and communicated to external partners and funders as well as internally, working with colleagues in Sustrans as appropriate.

People management:

- To lead and motivate teams in Scotland, with sufficient oversight to ensure resources are planned and directed effectively, work is timetabled and delivered on time and on budget.
- To line manage the Heads of Teams, Business Support Manager and Senior Business Development Officer.
- To support and empower staff in the course of their work, maintaining a positive work ethic and sense of team.
- To set and monitor project and personal targets for the SLT and other direct reports. Providing clear objectives based on Sustrans Scotland strategic direction, business objectives and organisational vision and values.
- To manage, develop and coach direct reports by setting clear objectives and monitoring performance to maximise their potential.
- To work with HR to ensure that Training and Development of staff is planned effectively and in line with business need.

Training and development:

- To attend essential Sustrans training as required by the Charity.
- To ensure own personal development by working to objectives set as part of the Charity's appraisal process.
- 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:

- To support and comply with the organisation's policies for the management of Health & Safety.
- To support and comply with the organisation's policies for the management of safeguarding.
- To support and comply with Sustrans policy and procedures relating to Equality, Diversity & Inclusion and apply principles of best practice in own role.
- To support the work of Sustrans Scotland Equality, Diversity and Inclusion (EDI) group.

Networks:

- To represent Sustrans Scotland on internal Sustrans networks.
- To ensure Sustrans Scotland's delivery work has a high profile presence on boards, committee's, working groups, etc.
- In addition, the role may have additional responsibilities as a member of a network of colleagues working on Sustrans-wide activities.

Other:

- Any other duties consistent with the nature and grade of the role.

Working Conditions:

The post-holder will be based at Sustrans Scotland offices in Edinburgh but frequent travel across Scotland will be expected. The post-holder may also be expected to travel throughout the UK occasionally. In addition, occasional work on a flexible basis including some weekends and overnight stays away from home can be expected and the post-holder will be asked to travel as sustainably as possible.

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 post-holder.

Compiled by:

Deputy CEO

Date:

November 2019

Director, Sustrans Scotland (SUS2829)
Person Specification

Criteria	Essential
Qualifications, education and training	Educated to degree level or equivalent in a relevant field. Post graduate qualifications or significant equivalent experience in a relevant field
Experience	Significant experience of effectively managing large scale operations and change. Significant experience in programme and project management at a senior level, including budget management Experience in strategic planning and leadership Extensive experience of line management and leadership, including project delivery personnel Extensive experience of partnership working with local authorities Broad experience of Government and national organisations Experience of budget management
Skills and abilities	Excellent interpersonal and influencing skills Excellent ability to think strategically Excellent operational delivery skills alongside programme and project management Ability to develop clear plans for project delivery and motivate people to deliver against those plans Ability to build strong relationships with senior partners across Scotland. Excellent written and verbal communications skills Excellent presentation skills Excellent negotiations skills Ability to act as a spokesperson for the Scotland Team Excellent leadership and motivational skills Demonstrably organised and ability to work to deadlines Ability to lead in finding creative solutions to a range of problems IT literacy
Knowledge	An understanding of the importance of the physical environment in encouraging walking and cycling Knowledge of research and monitoring practices including gathering data to inform and influence. .
Other	Commitment to the promotion of sustainable transport

Criteria	Desirable
Experience	Experience of negotiating with funders, transport official, politicians and preparing project proposals Experience in planning and policy work
Knowledge	Knowledge of walking and cycling initiatives in Scotland Knowledge of Sustrans programmes Knowledge of political organisation and political structures Knowledge and understanding of behaviour change, infrastructure and engineering programmes