

London Borough of Lambeth

JOB DESCRIPTION

Job Title:	Transport Strategy Programme Manager
Grade:	PO7
Department:	Climate Change Response and Sustainability
Division:	Sustainable Growth and Opportunity
Business Unit:	Transport Strategy
Responsible to:	Head of Transport Strategy and Programmes
Responsible for:	Up to 4 staff, with up to a further 4 staff under matrix management

Main purpose of post

Works closely with senior management within Sustainable Growth and Opportunity, strategic partners and stakeholders to develop a comprehensive transport and public realm programme, delivering the objectives of the Transport Strategy and wider policy goals. Leads a team to direct and support the delivery of the programme's workstreams and other key projects. Ensures a collaborative approach to scheme development, through partnership working and effective community engagement. Provides oversight of design standards and quality assurance across the programme. Provides advice and support to members, officers and partners at the most senior level. Specific purposes of the post include:

1. To establish, develop and deliver the council's Transport Strategy investment programme.
2. To embed design and process quality assurance across the programme.
3. To drive forward key interventions and programmes, including the response to Covid-19.
4. To ensure effective communication and engagement activity to support the programme and the contribution of Lambeth's residents, businesses, partners and communities.

Policy and Strategy

1. To represent the authority on transport and public realm issues at local and regional level in order to influence opportunities, strategies, policies, funding and codes of practice in ways that best serve the needs of the people and businesses of Lambeth.
2. To promote and ensure delivery of relevant policies and strategies across the Council, partner organisations, communities and businesses.
3. Keep abreast of legislation, national and regional policy and best practice relating to transport and sustainability.
4. To promote and enable a change from a car dependent culture to more sustainable, low carbon modes such as walking, cycling, and public transport.
5. To provide expert guidance on national and local transport schemes and initiatives at every opportunity and to keep abreast of information technology to assist in the delivery of the service.

Financial

6. To identify investment opportunities and take actions to maximise inward investment.
7. To take responsibility for management of budgets, programme and specifications, in accordance with programme governance standards.
8. To monitor and control expenditure, employing financial systems to monitor spend.
9. To pursue opportunities to access external grants and generate income to enhance the delivery programme. Prepare grant applications and business cases as appropriate.
10. To ensure the most effective use of 3rd party funding, including developer contributions, towards the delivery of the transport programme.

Management

11. To provide effective leadership and support for a multidisciplinary team of transport, engagement and design professionals.
12. To develop and manage all direct and matrix reports, generating commitment and engagement and fostering a culture of innovation and creativity. Manage recruitment processes (including probationary period), setting of objectives and work plans, performance monitoring and management (including appraisals) and staff development (including training needs analysis) for staff across a range of different activities and technical specialisms in accordance with council policies and IIP standards.
13. Work flexibly in undertaking the duties and responsibilities of this job, and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams. Occasional evening and weekend working will be required.
14. Produce papers and reports for Cabinet, other Council Committees, Procurement Board, other bodies and senior managers, ensuring the quality and content of all reports are of the highest standard. Present such reports as required.
15. To deputise for the Head of Transport Strategy and Programmes where necessary.
16. Take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others: Management Compliance Charter, Environmental Policy, Data Protection Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.
17. Take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Partnerships

18. To establish and direct a dedicated engagement team ensuring projects and programmes are developed and agreed with the community in a transparent and equitable manner, developing best practice and sharing with other teams.
19. To oversee community and stakeholder engagement that is deep, wide-ranging, effective and inclusive and ensure that infrastructure projects are agreed prior to delivery by the Capital Studio and other internal and external delivery agents as appropriate.
20. To provide expert input and advice to support major transport and place making projects promoted by the Council and/or its partners, providing support and guidance to other Council teams and their consultants.

21. To work closely with senior officers in Lambeth's Capital Studio and related teams to ensure all proposals are supported, deliverable and compliant with the Highway Authority standards and policies.
22. Identify and progress opportunities for joint working with other authorities, partner bodies, and third parties in order to achieve Lambeth's policy objectives and support innovation.
23. To work in an approachable way which is transparent, open and honest to customers and partners alike consistent with the Councils' core values.

Communications

24. To oversee the development and implementation of effective stakeholder engagement and communication plans, with a particular focus on engaging those groups whose voices are not often heard in the development of transport and public realm projects.
25. To lead a team working closely with the Council's Communications team to establish and develop innovative approaches to information sharing, including through the use of new digital platforms, and ensuring targeted messaging for key groups.
26. To represent the Council in the presentation of projects, policies and strategies at meetings and stakeholder groups as required.
27. To provide expert advice and recommendations, and ensure that the team respond to all correspondence within statutory, and the Council's, timescales.
28. To prepare and present complex reports and programmes to senior managers, at Committee and other meetings as appropriate.

Projects and Programmes

29. To lead the development of the transport programme, establishing effective governance, management and reporting, in line with the corporate programme performance standards, working with the Head of Transport Strategy and Programmes and SRO.
30. To work collaboratively with the work stream leads to ensure the programme achieves the agreed outcomes, is on time, and on budget.
31. To provide regular briefings on the progress of the programme to the SRO, senior managers and cabinet members.
32. To identify, assess, define and develop projects that support the implementation of Lambeth's Transport Strategy and to act as programme sponsor to guide and oversee the delivery of Lambeth led projects, ensuring outputs and outcomes that support Transport Strategy objectives.
33. To establish and oversee the implementation of project and programme management approaches and systems that ensure consistency, transparency and effective co-ordination of work streams across the team and integration with related teams.
34. To take responsibility for forecasting, progress monitoring and reporting on the programme.
35. To lead in the identification, resolution or escalation of project and programme risks and issues and in the development of contingency plans.

General

36. To work within the context of legislative and Council frameworks and standards and be accountable for own conduct.

37. To oversee and take responsibility for the performance of the delivery team and adherence to council standards and protocols.
38. To lead on the continual improvement of policies and practices that will promote fairness and equality in all aspects of the council's work.
39. To undertake any duties as may be required from time to time as directed by the Head of Transport Strategy and Programmes.
40. All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees. All employees have a responsibility of care for their own and others health and safety.
41. To maintain confidentiality at all times.
42. The above list is not exhaustive and other duties relevant to the post may from time to time be required. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Person Specification

Job Title: Transport Strategy Programme Manager (PO7)

<p>Note: It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing Criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident Scheme, you will need to give evidence or examples of your proven experience in the areas marked with a “ Tick” (✓) on the person specification when you complete the application form.</p>		Short listing Criteria
<i>Education</i>	<p>Q1</p> <p>A degree level qualification in a relevant discipline and evidence of continuing professional development, or experience and evidence of professional development where no degree is held</p> <p>For current employees, there is an expectation that they will hold or be willing to work towards a relevant qualification.</p>	
<i>Key Knowledge</i>	<p>K1 Substantial knowledge of current transport and sustainability policy issues affecting local authorities, relevant legislation and statutory duties</p> <p>K2 A thorough knowledge of project and programme management techniques and their application</p> <p>K3 Substantial knowledge of partnership working and approaches to engaging and collaborating with a range of stakeholders.</p> <p>K4 Substantial knowledge of the key principles and practices of traffic engineering schemes including road safety, traffic management, bus transport and parking. Understanding of public realm delivery including in relation to pedestrians, cyclists and buses.</p>	<p style="text-align: center;">A✓</p> <p style="text-align: center;">A✓</p>

<i>Relevant Experience</i>	<p>E1</p> <p>E2</p> <p>E3</p> <p>E4</p> <p>E5</p>	<p>Successful experience of managing major projects and programmes</p> <p>Proven track record of working in partnership with a wide range of organisations and individuals, including directly with members of the community</p> <p>Experience of leading project teams to implement defined projects to agreed outputs and agreed deadlines</p> <p>Experience of commissioning projects and programmes of work from a range of providers, including contract negotiation and contract management</p> <p>Extensive experience of working in highly complex and political environments</p>	<p>A✓</p> <p>A✓</p> <p>A✓</p>
Key Behaviours	Focuses on People: is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. Put people at the heart of our work, after all that's our business. It's about making our processes fit people.		
	Takes Ownership: is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development.		
	Works Collaboratively: is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results.		
	Communicates Effectively: is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation.		

	Focuses on Results: is about ambition and achievement. It's about making sure we are working towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better	A✓
--	---	----

December 2020