

ROLE DESCRIPTION

Job Title	Active Travel Manager
Salary Band	SCP 44-50
Reporting to	HoS / Key Route Network Manager
Directorate	Place
Service Area and sub area	Transport Infrastructure Programmes
Team	Active Travel
Political Restriction	No

1. Primary Purpose of the Post
The Active Travel Manager is a key role in the Transport Infrastructure Programmes service area managing a multi-disciplined team, delivering a portfolio of capital and revenue funded schemes primarily linked to active travel and sustainable transport across the Liverpool City Region (LCR). The Active Travel Manager will support client departments, across the Combined Authority and the Liverpool City Region local authority partners, in the development and delivery and Active Travel related schemes and programmes. This support will include defined elements of consultation, design and development, business case development, procurement and delivery of these projects, in liaison with colleagues. This includes providing assistance and technical advice to help develop and deliver LCRCA objectives for Active Travel in a collaborative manner. Working very closely with internal and external stakeholders, the Active Travel Manager will progress the feasibility and development of Active Travel related schemes and initiatives ensuring the objectives of the various funding investment streams e.g. ATF, CRSTS, TCR are achieved. The Active Travel Manager will also represent at senior management level and deputise as appropriate for the Head of Service as required.
2. Your responsibilities
• Achieve service area plan objective to deliver in-line with capital and revenue expenditure programmes • Maximise budgets available via bids to central government and/or other agencies. • Internal resource management to deliver objectives especially across programme of varying schemes. • Responsibility for ensuring appropriate stakeholder management in liaison with CA colleagues. • Responsibility for appropriate public and stakeholder engagement associated with specific active travel programmes and projects ensuring liaison with the LCR constituent local authority partners.

- Project management approach, integrating with CA approach, and maximising coordination across CA local authority partners as appropriate.
- Project/programme reporting formal and informal to senior officers and members.
- Identification and management of risks and their mitigation strategies.
- Achieving objectives of service plan and periodic progress reporting.
- Maximise communications and coordination of programmes across local authority partners.
- Support and oversee the planning and coordination of TAG (Transport Advisory Group) and it's sub-groups in relation to Key Route Network.
- Lead the department in developing a performance driven culture allocating resources, managing risks, monitoring and reviewing in line with the service area plan and providing leadership and inspiration to deliver service excellence.
- Complete "My Check-In" individual performance plans linked to service and corporate plans.
- Create a positive learning and working environment through delegation, mentoring and coaching of staff through the identification of training and development needs.
- Ensure staff are competent in the areas they serve.
- Effective and proactive line management of internal/external resources to include consultants and contractors as appropriate.
- Clear lines of accountability, responsibility and empowerment to deliver tasks to defined budget and time.
- Maximise IT processes to improve and ensure efficiency and effectiveness.
- Proactive absence management.
- Managing the day to day strategic relationships with colleagues, partners and stakeholders especially with local authority colleagues, to develop and provide informed, cogent advice and input into a full range of initiatives/projects.
- Support the Combined Authority Local Transport Plan and strategies, the CA Corporate Plan, district based transport strategies associated with local and national funding initiatives e.g. EATF, CRSTS, TCR etc.
- Effective working with local authority partners local agencies from across the City Region and National Agencies e.g. Active Travel England, Urban Transport Group (UTG) National Highways, TfN, Sustrans DfT, Liverpool Universities.

3. General Corporate Responsibilities

- To support the implementation of the City Region's devolution agreements and wider strategic priorities.
- To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills so as to improve effectiveness and efficiency of service delivery.
- To work as a key part of the Transport Infrastructure Programmes service area to support the delivery of the Corporate Plan and associated initiatives.
- To ensure the Combined Authority's commitment to equal opportunities and is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken.



- To ensure that relevant Health & Safety policies and processes are followed.

4. Recruitment Plan

Competency based interview

PERSON SPECIFICATION

Job Title: Active Travel Manager

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Degree level or equivalent professional/vocational qualification in a relevant discipline, e.g. Geography, Transport Planning, Economics, Civil Engineering with strong relevant professional experience at this level.	E	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Evidence of a good track record of seeking and delivering local & national grant funded schemes in compliance with the necessary regulations & procedures.	E	A/I
Delivery of projects, programmes and development of transport business cases, in a transport related environment e.g. sustainable transport schemes, plus knowledge of transport related schemes in the urban (highway) environments.	E	A/I
Use of programme and project resource management tools.	E	A/I
Experience of procuring and managing external consultants and contractors preferably in a multi-disciplinary environment.	E	A/I
Commercially aware with a detailed understanding of dealing with consultant/contractor supplier performance to meet their financial, quality and programme management commitments.	E	A/I
Knowledge of up to date issues relating to Sustainable Transport / Active Travel agenda with specific reference to recent DfT and Government Guidance.	E	A/I
Knowledge and experience of wider issues relating to Active Travel e.g. behaviour change activity and marketing initiatives.	E	A/I
Significant experience working in a customer-centric role (internal and/or external client departments and stakeholder management).	D	A/I
Evidence of ability to motivate and inspire and, if necessary, challenge workforce to deliver required objectives.	D	A/I



Understanding the role of a Passenger Transport Executive in the context of a devolved environment such as the Liverpool City Region.	D	A/I
Working knowledge of issues relating to road safety,	D	A/I

Skills and abilities	E = Essential D = Desirable	Identified By
Computer literate with a high degree of ICT skills.	E	A/I
Organisation skills to liaise with client departments, staff and contractors to carry out work.	E	A/I
Ability to communicate with members of the public, colleagues, Senior Officers, local Council Members and CA Members.	E	A/I
Communications skills including report writing, verbal presentation and IT presentations.	E	A/I

Personal Attributes	E = Essential D = Desirable	Identified By
Apply Best Practice/Lessons Learnt and value engineering techniques where best value for money is delivered and innovation encouraged.	E	A/I
Ability to lead, inspire and motivate others within a culture of proactive service delivery and continuous improvement.	D	A/I
Promote a working environment of openness and transparency.	D	A/I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
A personal commitment to the Vision and Aims of Liverpool City Region Combined Authority.	E	I
Commitment to diversity and equal opportunities.	E	I

Key to Assessment Methods:

A - Application
I – Interview