

JOB DESCRIPTION

Job Title: Net Zero Transport Manager

Directorate & Section/Unit: E&I, Sustainability

Reporting to: Head of Planning and Transport Planning

Responsible for: Matrix Management – Staff seconded to projects Dotted line Project Support Officer

Salary Grade: PO3

DMA Management Level: Frontline

DMA Span of Control (Direct Reports): N/A

Our People Values:

To uphold and act in accordance with Worcestershire County Council's values.

- **Customer Focus** – Ensure delivery of a high-quality service which meets the needs of customers.
- **Can Do Culture** – Be proactive to achieve excellence, finding solutions and creative ways of working.
- **Freedom within Boundaries** – Make constructive change through cohesive decision making, ensuring services are responsive.

Purpose of job:

- To develop and coordinate a countywide net zero Transport programme, working in partnership with other public and private sector authorities
- To lead major projects within the County Council and with partner organisations as required, which have substantial impacts, both internally and externally on Net Zero Transport.
- To ensure that projects deliver to Time, Cost, and Quality and ensure that benefits are realised in line with the Business Case.
- To identify and successfully apply for project funding for net zero transport projects from a range of sources including public and private funding and innovative solutions.

Main Activities & Responsibilities:

- To organise, develop and project manage a range of projects within the transport planning team working with a variety of stakeholders to achieve key objectives.
- To lead on the net zero impact of transport and through local transport planning, assist in programmes to decarbonise transport with a specific focus on the role of ultra-low emission vehicles.
- To initiate, develop and coordinate strategy and policy to deliver WCC's net zero transport and accessibility aims and ambitions and to include these in wider transport projects.
- To lead on the development and adoption of a strategy for the roll out of infrastructure required for ultra-low emission vehicles including electric vehicles.
- To implement net zero transport policy through project development and coordination working in partnership across the public and private sectors
- To lead on the delivery of infrastructure required to support the transition to ultra-low emission vehicles and the de-carbonisation of transport and to lead on liaison with other professional services including procurement, land and legal

- To report regularly to the Head of Transport Planning, Assistant Directors, and the Worcestershire Sustainability Board and other key stakeholders as required, informing them of progress made and any problems or issues that arise.
- To provide management, supervision and support to staff seconded to or providing support to individual projects ensuring their continued personal and professional development, as appropriate.
- To provide leadership and professional guidance to staff outside project teams who are also involved in the project, including suppliers on a range of subjects including commissioning, project management, programme delivery and environmental impact. Ensuring that work is undertaken to appropriate time scales, budgets and identified quality standards.
- To oversee consultancy staff, who may be engaged from time to time, assisting with the specification of assignments and ensuring that work is undertaken to appropriate time scales, budgets and identified quality standards.
- To develop partnerships with relevant organisations to facilitate the delivery of sustainable development.
- To lead on commissioning services ensuring the projects/programmes managed are compliant in terms of procurement, commissioning and contracting requirements.
- To report on progress and achievements as well as ensuring risks associated with the range of projects are managed.
- To provide technical advice and support in relation to external funding and state aid for Sustainable Development projects.
- To negotiate contracts with new and existing suppliers to ensure maximum economic reward, Social Value for Worcestershire and value for money for the Council.
- To interpret technical appraisals for sustainable development interventions, covering environmental and financial information, feasibility, risk and reward analysis.
- To manage the budget allocated to individual projects or phases ensuring it is cost efficient, maximizes resources and regular analysis is provided against forecast of spend.
- To ensure that Health and Safety legislation, procedures and regulations are observed as they relate to the post's area of responsibility.
- To attend training courses for staff development programmes relevant to professional growth as a manager, new statutes and departmental initiatives.
- To attend such County Council Committees, District Liaison Bodies, district committees and officer support groups, as directed.

Generic Accountabilities:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job

- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy
- The nature of the work requires duties to be undertaken which will involve lifting carrying and moving for which appropriate training will be provided. The post holder must be able to physically deliver these
- The Code of Practice on the English Language Requirement for Public Sector Workers (the fluency duty) applies to this post. Therefore, an ability to fulfil all spoken aspects of the role with confidence through the medium of English is essential for the post.

Contacts:

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, Heads of Service, Senior Managers, Managers & Staff across all directorates, Project Staff

External: District council staff up to senior level, District Councillors, Government Agencies & Departments (Department for Transport, Department for Energy Security and Net Zero), Suppliers, Contractors, Service providers, legal advisors, partner organisations including Worcestershire LEP organisations, Sustainability West Midlands, Research Institutions, other councils and public sector bodies

Additional Information:

- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Equality Act

Author: Emily Barker / Sue Crow

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PERSON SPECIFICATION

Job Title: Net Zero Transport Manager

Directorate & Section/Unit: Planning and Transport Planning

Salary Grade: PO3

EXPERIENCE:

It is **essential** that the post holder has:

- Substantial relevant experience of large project and/or change management activity within a complex organisation.
- Substantial experience of successfully promoting and developing partnership activity within public and private sector
- Substantial experience of developing effective networking relationships with staff at all levels, partner organisations and the business community.
- Substantial experience of project appraisal – for budget, risk, feasibility etc.
- Significant experience of target setting and performance/financial management.
- Significant relevant experience in strategy development and implementation within local government or associated fields.
- Significant period of working/managing within local government or large private sector organisations.
- Significant experience of managing project staff
- Significant experience of managing people through working with a wide range of stakeholders
- Significant experience of Microsoft Office including internet usage
- Significant experience of budget management
- Substantial experience of working with the partner organisations, leading partnership programmes, understanding of how resources can be brought together from multiple organisations to maximise impacts
- Practical experience of formal presentations at senior level
- Significant experience of development and implementation of awareness campaigns targeting the public
- Significant experience of commissioning work from consultants
- Significant experience of procurement in the public sector
- Substantial experience of managing externally funded projects

It is **desirable** that the postholder has:

- Experience of change management techniques

KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

- Expert knowledge of external funding opportunities in related areas
- Expert knowledge and understanding of Net Zero Transport
- Specialist knowledge of domestic energy efficiency, fuel poverty, climate change impact, climate adaptation and zero emissions transport infrastructure
- Specialist knowledge and understanding of national and regional bodies and policies related to sustainable development, decarbonisation, and zero emissions transport infrastructure development.
- Expert knowledge of resource issues and implications of managing a multi-faceted project
- Expert knowledge of commissioning cycle, procurement regulations and procedures
- Ability to co-ordinate and deliver a range of complex and multi stakeholder projects

- Specialist technical skills required to undertake technical appraisals in relation to sustainable development schemes.
- Strong contract negotiation and management skills
- Proven people influencing and networking skills.
- Excellent communication skills - oral and written with the ability to communicate ideas, issues, systems and procedures successfully at all levels to a variety of audiences including Director level.
- Concise and plain English report writing style
- Excellent organisational skills
- Excellent IT skills including the use of Microsoft office
- Excellent numeracy skills including Excel
- Pragmatic and analytical approach to problem solving
- Ability to deliver projects to resource targets.
- Ability to work in a corporate environment.
- Ability to plan and deliver work at a strategic level
- Ability to work well under pressure and to deliver a project to strict deadlines
- Proven ability to work co-operatively with multi-disciplinary groups/teams
- Proven ability to work on own initiative and to develop own agenda
- Ability to motivate and time manage self and others
- The ability to influence, negotiate and persuade at senior levels
- Ability to influence and implement change
- The ability to network with representatives from both the public and private sector
- Recognises, and has regard to, the need for confidentiality

QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the postholder has:

- A Level 7 qualification or equivalent compensatory experience
- Evidence of further professional development, within a relevant area or able to show relevant experience

It is **desirable** that the postholder has:

- A recognised project management qualification and/or relevant project management experience.
- Membership of a relevant professional organisation e.g. IEMA
- A Level 1 qualification in Essential Digital Skills or evidence of excellent IT skills in Microsoft Office

ADDITIONAL INFORMATION:

It is **essential** that the post holder has:

- The ability to travel throughout Worcestershire at short notice and where public transport may be limited
- The flexibility to work in different parts of Worcestershire
- Able and willing to attend meetings that may be held outside of normal office hours (i.e. weekends and evenings)
- An understanding of the need to work flexibly in delivering partnership developments