**Job description**

Post title: Senior Active Travel Project Manager

Service area: Climate Change and Transport

Grade: PO3

Reports to: Active Travel Team Leader

Your team: Active Travel Team

Number of supervisees: 3

**Our ambition**

We’re determined to make Islington more equal. To create a place where everyone, whatever their background, has the opportunity to reach their potential and enjoy a good quality of life.

We also have an ambitious goal – to be the best council in the country – with every employee clear about the part they play and inspired, focused and supported to give their very best.

We want to build an organisation where employees feel valued, inspired and empowered to help us achieve our goals and provide the best services possible to our residents.

**Our values and behaviours**

‘Be Islington’ is about setting a clear challenge about what it means to be an Islington employee and sets the standard for every new recruit.

We ask our employees to ‘Be Islington’ – playing their part in working together for a more equal borough and to always be collaborative, be ambitious, be resourceful, and be empowering (‘CARE’).

**Our commitment to challenging inequality**

We are committed to tackling inequality, racism and injustice and creating a more equal borough for all. In order to do this, we need to set the example by being a fair employer and creating a workplace environment which is free from discrimination, racism and inequality. Our approach needs to be proactive, consistently learning to create a more equal workplace and foster a culture which empowers all staff to challenge inequality.

Equality is at the heart of what we do. We want to celebrate and embrace our differences by:

* Ensuring our workforce is representative of the people we work on behalf of, our residents
* Creating equitable working environments and diverse teams
  + Understanding our residents in order to design and deliver services that help tackle inequality and improve life chances for our residents
  + Getting to know people and their differences
  + Interpreting issues and concerns from a cultural perspective and address situations or problems from the points-of-view of multiple cultures

**Primary job function**

To provide comprehensive and effective project management of the council’s on-street bike hangar programme for the Head of Transport Strategy and Air Quality, supporting the Active Travel Team Leader in managing this cross-service project. To manage the day to day running of the programme, which includes projects to drive customer service improvements and efficiencies, bike hangar installation, as well as the future development of the bike hangar programme, including opportunities to make accessible functions.

The post holder will also play a particular role in supporting the Active Travel Team Leader in ensuring the smooth running of the service performance framework.

**Key responsibilities**

1. To contribute to the development of service-specific plans and related strategies, working with colleagues across the service and the rest of the council.
2. To deliver – and help to shape – key projects within the Transport Strategy and Air Quality Service, that advance and embed the Service approach to pursuing its priorities, whilst improving outcomes and reducing costs.
3. To collaborate with other council departments on specific projects that are aimed at achieving savings and efficiencies spread across various Departments.
4. To make use of a range of project management and monitoring tools, to enable effective project management in an open and time-conscious fashion.
5. To develop the use of digital and data as tools for promoting transformation within the Service, aiming for actionable insights and useable products.
6. To expand and embed the use of different approaches to change, drawing on concepts like systems leadership, design thinking, demand management, theory of change and co-production (alongside strong programme management).
7. To develop understanding and experience in the theories, methods, tools and techniques associated with these approaches to change – and to contribute to building such change capability within the Transport Strategy and Air Quality Service.
8. To deliver service reviews into particular parts of the service, to help identify and resolve challenges and support improvements, when requested by the Head of Service or by Service managers.
9. To build relationships within the Service, and with third party partners, to establish a complete understanding of the aims and objectives of the Service, and the drivers that might influence future change.
10. To maintain links with associated bodies, such as London Councils. TEC and the Department for Transport.
11. To horizon scan for policy developments and other shifts in the external landscape which will have an impact on the organisation – and share those with the relevant parts of the organisation.
12. To work with a degree of autonomy (and self-direction) in delivering results in projects, taking personal responsibility for making a contribution to impact and success. Be able to engage in strategic discussions, build relationships across the organisation, and be working towards transformation and change expertise.
13. To take the initiative and work autonomously in delivering results on large or complex projects, taking personal responsibility for their impact and success. Be able to contribute to strategic discussions and decisions, build strong relationships across the organisation, and demonstrate examples of transformation and change expertise.
14. To manage the workload, attendance and performance of the Support Officers.
15. To be responsible for the career development of the Support Officers, including an oversight of the external training that the Support Officers will be undertaking

**Additional**

* To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
* To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
* To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
* To carry out duties and responsibilities in accordance with the council’s commitment to customer service excellence and ensure compliance with the customer care standards.
* To be committed to the Council’s core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way duties are carried out
* To ensure that duties are undertaken with due regard and compliance with the GDPR and other legislation.
* To carry out duties and responsibilities in accordance with the Council’s Health and Safety Policy and relevant Health and Safety legislation.
* At all times to carry out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).
* To undertake other duties commensurate to the grade of the post.

**Leadership**

As a member of the council’s management team, to contribute proactively to the collective leadership for the council, working collaboratively with Members, services across the council, partners and stakeholders to deliver the council’s objectives and priorities.

To drive positive cultural change, embodying and promoting the values and behaviours of the council and empowering staff to reach their full potential. Ensure that the performance and development framework is effective for all staff.

To lead on and ensure the effective implementation of corporate initiatives and transformation programmes that cut across the whole or part of the council’s activities.

**Resources and Financial Management**

Ensure effective Financial Management, cost controls and income maximisation in an ever changing environment, fluctuating demands and priorities. Ensure resources are well managed and effectively deployed to the best possible effects assuring value for money in all activities.

**Compliance**

Ensure legal, regulatory and policy compliance under GDPR, Health and Safety and in area of your specialism identifying opportunities and risks and escalating where appropriate.

**Work style**

Flexible/Office-Based/Frontline Role

**Person specification**

You should demonstrate on your application form how you meet the essential criteria. Please ensure you address each of the criteria as this will be assessed to determine your suitability for the post.

Assessment Guide

A = Application

I = Interview

T = Test

**Essential Criteria**

**Experience**

| **Essential criteria** | **Criteria description** | **Assessed by** |
| --- | --- | --- |
| 1 | Experience of project management responsibilities in a professional environment | A/I |
| 2 | Experience in managing a team of staff, to establish priorities, deadlines and work programmes and to monitor progress. | A/I |
| 3 | Experience in training staff in the course of their duties, including the ability to carry out the requirements of staff appraisal scheme. | A/I |

**Skills**

| **Essential criteria** | **Criteria description** | **Assessed by** |
| --- | --- | --- |
| 4 | The ability to demonstrate a knowledge of concepts, methods, tools and techniques to support the design and delivery of real and lasting change – and the ability to deploy them in practice. | A/I/T |
| 5 | To demonstrate the skills necessary to deliver on agreed plans and actions, in support of Service strategies and key change efforts. | A/I |
| 6 | To demonstrate an awareness of concepts, methods, tools and techniques to support the design and delivery of real and lasting change – and the ability to use them in practice. | A/I |
| 7 | To demonstrate an ability to contribute to the delivery of large, complex projects – supporting effective delivery of goals to agreed timescales. | A/I/T |
| 8 | To demonstrate the ability to deliver under pressure, adapt to changes in circumstances and be resilient and optimistic in challenging situations. | A/I |
| 9 | To demonstrate the ability to work as part of collaborative project teams drawn from across the organisation, with a commitment to personal learning, growth and development. | A/I |
| 10 | The ability to make good judgements, on the basis of analysing qualitative and quantitative information from different sources. | A/I |
| 11 | The ability to build relationships with a variety of people, in ways that develop trust, credibility and personal impact. | A/I |
| 12 | To demonstrate good verbal and written communication skills, adaptable to a range of audiences. | A/I |
| 13 | To demonstrate an awareness of local government finances, commercial issues and business case development. | A/I |
| 14 | Ability to adhere to the Council’s Dignity for All Policy | A/I |

**Special requirements of the post**

| **Essential criteria** | **Criteria description** | **Assessed by** |
| --- | --- | --- |
| 15 | This post is subject to random and Just cause Drug and Alcohol Testing |  |

**Our accreditations**

Our accreditations include: the Healthy Workplace award, Timewise, London Living Wage Employer, Disability Confident Committed, The Mayor’s Good Work Standard, Stonewall Diversity Champion, and Time to Change.

