

Role Profile Addendum

The following supplementary information is to support the details in the Role Profile. Please provide details specific to this position. While this information will not be used for job evaluation purposes, it will support processes such as recruitment and selection, salary supplements, performance management, and other relevant business processes.

Job Title:	Project Manager – Active Travel
Role Profile Reference Number:	MUL101
Role Profile Title	Project Manager
Directorate	Planning and Transport
Service area	Transport and Sustainable Travel

Specific responsibilities associated with this position

- Work closely with the Sustainable Travel Team Leader and the Highway Improvements Team to agree briefs and budgets, and plan and monitor the design and delivery of a range of new active travel schemes.
- Ensure that the client's role in BCP's project gateway approval process is fulfilled to minimise delays and that projects are kept on track.
- Keep the Sustainable Travel Team Leader regularly updated on the progress of projects, reporting any issues and highlighting where their input may be needed.
- Liaise with colleagues across multiple teams to plan and ensure that traffic regulation orders, approvals, consultation and engagement, monitoring and evaluation and reporting are carried out as appropriate.
- In conjunction with colleagues, plan and carry out appropriate engagement about projects with internal and external stakeholders including other council teams, elected members, residents and businesses.

Specific person specification associated with this position

- A proactive and highly organised individual with experience of managing multiple highways schemes at once.
- Experience of active travel schemes is a big advantage
- A passion for active travel and safer streets is a must – you must understand the local and national context, why it's so important, and what the challenges are.
- You should regularly walk and cycle in the local BCP area, and be willing to travel around the area visiting sites and meeting people.
- Must be an exceptional communicator happy to talk to anyone whether face to face or by phone. Able to read and interpret engineering drawings and explain them to affected residents, businesses, and elected members.
- A friendly, flexible and approachable person who enjoys working across different teams, working together to overcome challenges and deliver the best quality end results for BCP residents.

Other requirements for this position

Use this section to identify other requirements for this position.

- **Health Surveillance:**

Will the postholder be exposed to hazards that will require health surveillance? No

- **Politically Restricted Posts:**

Is this post politically restricted? No

- **Lone Working:**

Will the postholder be required to work alone? Yes – occasionally

- **Supplementary Payments (e.g. Recruitment & Retention payment):**

Is there any approved salary supplement in place for this role? No

- **DBS Check:**

Will the postholder require a DBS check? No

If Yes – DBS Level:

- **Career Grade/Career Pathway**

Is there an established career grade or career pathway in place for this post? No

Values and Behaviours

[Our values and behaviours \(sharepoint.com\)](https://sharepoint.com) are at the heart of how we work with each other and with our communities. You will need to be able to show through the way you work that you share these values and demonstrate these behaviours.

For P&R use only:

Role Profile Addendum reference number: RPA-MUL101-001

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