

JOB DESCRIPTION

Directorate:	CEX – Chief Executives
Division:	Planning and Economic Development
Post No & Job Title:	Kimberley LUF Cycling Project Route Development Manager
Grade:	Grade 13
Responsible to:	Economic Development and Regeneration Manager
Responsible for:	No responsibility for employees, although this will be reviewed.
Main purpose of the job:	<p>To project manage delivery of cycle path routes in and around Kimberley as part of the Levelling Up Fund project, 'Kimberley Means Business'.</p> <p>The role involves working in both Broxtowe's delivery team and closely with Nottinghamshire County Council, and officers at ViaEM and other stakeholders to assess the routes, consult with landowners, procure and manage the development of a series of cycle paths that link current tracks. These range from the Grade 2 listed Bennerley Viaduct, a route through the town of Kimberley, a link between the Nottingham City Tram network at Phoenix Park and Kimberley other smaller parts of the network connecting local retail, employment and residential areas. The target size of the route is c.8 km, enabling infrastructure, cycle racks, technology and signage.</p>

This is a two-year secondment, with the possibility of a third year. A temporary contract may also be considered.

You will be an excellent project manager, handling local sustainable travel schemes and programmes to time and on budget, managing risks and changes and have a practical working knowledge of principles and standard practices within active travel infrastructure. You will be experienced in dealing with landowning issues and be familiar with working through varied options for routes of access for bridleways, cycle routes and footpaths. The role will involve maintaining and refining the project delivery plan, monitoring and forecasting progress to ensure development of the project delivery is in accordance with the requirements of the Council. You will be required to define and maintain a project budget baseline, monitoring expenditure to date and forecasting expenditure; monitor and reporting overall performance of the project (with experience of working with a budget in excess of £5 million); identify and resolve project-level issues and take corrective action where required. You will have substantial cycle route-related project management experience and able to work at the highest level overseeing contractor delivery – driving forward delivery whilst also effectively managing risk. Key to this role is leading

complex assignments so you must be experienced at managing schemes and be able to evidence project management competencies with a hard and soft landscaping environment. You will be a great team player and your excellent communication skills will allow you to engage efficiently and successfully with our partner organisations, the Countryside Access team at Nottinghamshire County Council, and Kimberley Town Council. You will also be adept at building and managing internal and external relationships with key people, such as local landowners, contractors, The Friends of Bennerley Viaduct, Railway Paths and Sustrans, The Canal and River Trust, and community and volunteer groups and have an eye for innovation and highly organised delivery roles.

This role will require travel and work at locations around Kimberley, and at Nottinghamshire Council Offices, as well as your base at Broxtowe Borough Council in Beeston. The successful candidate would be expected to work on site at Broxtowe Borough Council offices at least two days a week.

This role would be ideal for someone with relevant experience seeking a secondment.

Main Duties and Responsibilities:

1. To ensure there are robust project and programme management arrangements in place for the Kimberley cycle path project phases e.g. Project Plan / GANTT Chart, Procurement Plan, Risk Register, Performance Updates / Variance Reporting, Budget Performance Reports etc., and to ensure that these arrangements are reported in the periodic monitoring required by the Department of Levelling Up, Housing and Communities.
2. To work in collaboration with other Council Services and advisers as well as elected Members and the external stakeholders involved in the LUF project.
3. To work with Active Travel England and ensure best practise is absorbed into the project.
4. To ensure joined-up working between Town, Borough, and County functions related to cycle route delivery.
5. To take day-to-day responsibility for capital budgets related to project delivery in excess of £5 million.
6. To play a major part in resource allocation
7. To help pursue additional funding opportunities from other sources to support delivery of active travel solutions to supplement funding available through LUF.
8. To lead on the implementation of an active travel project from planning and construction to implementation and evaluation.
9. To ensure that individual route plans are developed in conjunction with partners (both internal and external) and that they align to the LUF project requirements, particularly in

relation to phasing of projects and meeting key deadlines to ensure projects of varying complexity (in terms of length of project and project costs) are delivered on time and to budget.

10. To liaise with the Economic Development and Regeneration Manager to administer the assigned budget for the project, daily project management activity and oversee delivery, ensuring compliance with appropriate standards (e.g. LTN 1/20, ecological, and equality benchmarks).
11. To propose programmes of engagement with local communities, voluntary groups and other stakeholders to influence the take up of active travel choices and behaviour change programmes to ensure that new cycle routes will be well used when available.
12. To ensure through regular discussions, influencing, and negotiation that project plans are delivered and that all risks to the council are minimised.
13. To ensure that robust stakeholder management plans are in place and are delivered effectively.
14. To oversee procurement of and effective management of contractor input into the projects, according to the council's established procedures.
15. To identify and implement appropriate resources and systems to ensure effective monitoring and evaluation of the projects, in line with the outcomes identified in the Levelling Up project bid, thereby ensuring achievement of project benefits.
16. To participate actively in governance for the project including reporting to and/or attending the Kimberley LUF Project Board, as necessary, disseminating information to the local MP, Cabinet Members, stakeholder organisations and businesses.
17. To ensure that risk management strategies are implemented to mitigate risks and regularly monitoring risk registers.
18. To carry out your duties in an appropriate manner, paying due regard to Council policies on equality, Health & Safety, and other matters and to undertake requisite employee training.
19. To understand construction industry CDM legislation (responsibilities of the client and contractor for health and safety on construction sites), local authority rules on procurement, as well as any other relevant legislation, necessary to build the network
20. To carry out such other duties as may be appropriate to achieve the objectives of the post, under the direction of the Economic Development and Regeneration Manager.

DESIGNATED CAR USER

A designated car user status has been attached to this post.

SPECIAL CONDITIONS

Duties may include attendance at evening meetings and/or work outside normal office hours.

RESTRICTIONS

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of Kimberley LUF Cycling Project Route Development Manager but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.