



EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

Job Title: Scheme Development Manager

Department: Communities, Economy and Transport

Grade: [Local Management Grade 3](#)

Responsible to: Head of Analysis and Appraisal

Responsible for:

Purpose of the Role:

Transport for the South East is the sub-national transport body (STB) for the South East of England. Our partnership brings together 16 local transport authorities, five local enterprise partnerships, 46 district and borough authorities and a wider range of stakeholders from the worlds of transport, business and the environment.

Our thirty-year transport strategy sets out how investment in better, more sustainable transport can help grow our region's economy, create new jobs, increase opportunity and quality of life and hit net-zero carbon emissions. We are in the process of producing our strategic investment plan (SIP); a 30 year blueprint for investment in large scale transport infrastructure in the South East. This will empower the South East to clearly communicate to Government its investment priorities and will formalise the relationship with delivery bodies, including Network Rail and National Highways, so that TfSE can inform their investment programmes based on the requirements of communities, passengers, businesses and decision-makers across the region.

The Scheme Development Manager will be responsible for leading the development and delivery of schemes set out in our Strategic Investment Plan, working closely with TfSE's partners and key stakeholders including local transport authorities, Network Rail and National Highways and the Department for Transport.

Key tasks:

1. Lead, manage and be responsible for the development and delivery of a programme of major transport infrastructure schemes, ensuring the outputs and outcomes meet the objectives set out within TfSE's Transport Strategy and Strategic Investment Plan.
2. Work closely with key external delivery partners and stakeholders including local transport authorities, National Highways, Network Rail and the Department for Transport to ensure the delivery of key schemes.
3. Provide effective leadership and communication, through clear objectives, to ensure the delivery of the agreed programme of work set out in the TfSE Annual Business Plan.
4. Represent TfSE at meetings with key partners and stakeholders and on national, regional and local relevant transport partnership forums, ensuring TfSE's transport infrastructure priorities are understood and integrated into wider strategies and plans.
5. Lead and be responsible for commissioning and managing external suppliers to deliver various elements of the SIP programme ensuring that appropriate contract management arrangements are in place and contracts are tendered in line with the Standing Orders of East Sussex County Council (as the accountable body for TfSE).
6. Prepare and present reports and presentations to meetings with elected members, senior managers and stakeholder and public groups.
7. Seek out and pursue sources of external funding to support and maintain the work of TfSE
8. Service, develop and maintain existing partnerships, and develop further partnerships as required, in conjunction with TfSE's Stakeholder Engagement Manager.
9. Support internal and external communications activity, media relations and PR management, in conjunction with the TfSE's Communications Manager.
10. Responsible for the delivery of all services within the designated service area in accordance with the policies and procedures of East Sussex County Council (as the accountable body for TfSE) and statutory requirements, including any services provided in partnership and to other clients under contract.

11. Plan, monitor and control resources to maximise the efficient and effective use of finances and people in order to ensure the efficient and effective achievement of individual, team, organisational and partnership activities and objectives.
12. Provide effective leadership on health and safety matters by actively promoting health and safety awareness and ensuring the provision of safe working practises to ensure compliance with policy and standards.
13. Deputise for the Head of Analysis and Appraisal as required, including attendance at external meetings.
14. To undertake any duties as may be required from time to time as directed by the TfSE Management Team.

PERSON SPECIFICATION

Essential education and qualifications

- QCF level 6 or equivalent relevant workplace experience.

Essential key skills, abilities, knowledge, experience, values and behaviours

- Excellent management and leadership skills, able to think strategically and work at a high level of decision making.
- Excellent interpersonal and communication skills able to produce effective written and oral reports and presentations.
- Excellent problem solving and judgemental skills to review and interpret varied and complex technical information to support informed decision making.
- Able to negotiate, influence and build credible working relationships and trust across a range of internal and external stakeholders and partners
- Ability to apply project and programme management practices to ensure effective service delivery.
- Good political awareness and ability to deal effectively with difficult political situations and relationships.
- Ability to manage people and resources, motivating and developing teams and individuals.
- Ability to plan and prioritise workloads for self and others
- Ability to manage budgets and monitor performance against targets.
- Computer literate and well-developed IT skills
- Expert level of professional, technical and legal knowledge and competence relating to the development of large scale transport infrastructure
- Good knowledge of current national, regional and local transport planning issues
- Project management principles and processes
- Knowledge of business planning and performance management.
- Demonstrable experience of work in a large public or private sector organisation in a strategic capacity, interpreting complex information to develop policies, plans and programmes and inform decision making.
- Preparing, implementing and monitoring performance against business plans
- Experience of influencing and contributing to managing change and implementing new service initiatives.
- Experience of procuring and managing external suppliers.
- Experience of preparing external funding applications and securing funding.

- Strongly self-motivated with the ability to enthuse and motivate others
- Professional and confident manner able to remain calm under pressure and meet deadlines.
- Ability to work in a team and contribute positively to team operations and working relationships
- Adaptable, responsive, resilient and resourceful.
- A commitment to continuous development and improvement
- Ability to demonstrate how you will meet the travelling needs of the role.

Desirable key skills, abilities, knowledge, experience, values and behaviours

- Experience of developing large scale transport infrastructure projects, including statutory processes and business case development
- Knowledge of the DfT's Transport Analysis Guidance (TAG) and the Treasury's Green Book
- Membership of a relevant professional body.
- PRINCE 2 or equivalent programme / project management qualification
- Knowledge of Transport for the South East
- A good understanding of the political structure and functions of Local and National Government, including an understanding of the decision-making processes.
- An understanding of planning law
- Understanding of Data Protection, Freedom of Information and Copyright Acts.

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	No
Moving & handling operations	No
Occupational Driving	No
Lone Working	Yes
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No