

Job Title	Active Travel Manager
Team	Strategic Transport
Reporting To	Head of Transport Development

About your role

The Active Travel Manager role will play an active part in the delivery of the region's strategic active travel ambitions, the work of the Active Travel Commissioner and the delivery of active travel investments across the region. The role will provide support to the development of strategic objectives and implementation planning to achieve these ambitions.

The role will actively support the development of active travel investments on behalf of SYMCA and the constituent local authorities, assessing proposals and helping progress project and scheme design to the highest standards. Acting as a priority point of contact for project sponsors and other local and regional partners. Providing the interaction with Active Travel England, building strong relationships and working collaboratively to progress schemes through the design process to maximise funding opportunities.

Why is your role important or how does it add value?

- By developing successful relationships with our internal and external partners to deliver active travel solutions for strategic and operational needs.
- Providing a critical friend review of scheme and project design to ensure local and national standards are achieved.
- Supporting consultation processes to ensure active travel investments meet the needs and wishes of users.
- Champion the importance of active travel with both internal and external stakeholders to ensure their value is understood.

What are the tasks or work areas you are responsible for?

Provide professional advice and guidance to maintain compliance with legislation, statutory duties and to adhere to national standards for active travel investment.

Proactively develop networks to share information, experience, expertise and best practices to enable delivery of active travel programmes and projects.

Build networks outside transport professionals, e.g. health and education sectors to identify shared issues and opportunities for joint working.

Consult with external and internal partners including local authorities to agree active travel priorities in line with regional ambitions and national funding opportunities.

Proactively review funding opportunities to identify the needs of the funding body and alignment of these with regional priorities .

Working collaboratively with external partners including Active Travel England, acting as the primary point of contact for progressing projects through the co-design process

Challenge project proposals and designs with sponsors to ensure proposals are aligned to the national and regional standards raising questions and proposing options for improvement early to ensure that proposals put forward are the right quality to achieve successful funding bids.
Ensure that you use research evidence at national and regional levels to support the development of active travel policy and interventions.
Working in collaboration with the Data team to develop data sources and methods of collection to inform scheme and project plans. Identify the most appropriate data to respond to consultation challenges.
Support local authority partners in the design and delivery of consultation activities in relation to specific projects and programmes
Work with MCA colleagues and project sponsors to monitor and evaluate project delivery and performance.
Develop and maintain knowledge of local and national policies related to active travel to inform the development and refinement of SYMCA transport strategy.
Actively participate in cross-functional groups to solve problems across projects and provides resources and organisational structure to promote collaborative initiatives.

About You

What kind of behaviours are important?	
Ambition	Does not give in easily, prepared to stick at things to get something finished – persistent and resilient
	A consistent and persistent focus on what matters most for delivery
Innovative	Urgency in identifying problems and finding imaginative ways to solve them – avoiding added bureaucracy or unnecessary work
	Willing to be challenged by colleagues – and to bring constructive challenge and support
Integrity	Organised and structured in how they work, demonstrating good personal time management
	Able to balance conflicting demands on their time, prioritises their workload well
Collaborative	Open minded to the ideas, contribution or comments from colleagues, does not dismiss what others have to say
	Willingly adapts their style to suit different situations
Flexible	Moves quickly to get things done, invests additional effort if needed to meet a deadline or a goal
	Open minded and receptive to new ideas and suggestions, acknowledges the benefit of change even if they have personal concerns
Impact	Understands the purpose of the organisation, knows the vision and the strategic intention of the organisation
	Sees opportunities to make processes or how they work better, speaks up and shares their ideas

What qualifications or wider knowledge do you need?	Rank	Measure
Educated to degree level in a relevant discipline and evidence of continuing professional development, or experience and evidence of professional development	E	A
Substantial knowledge of partnership working and approaches to engaging and collaborating with a range of stakeholders.	E	A

Knowledge of the delivery and development of transport strategy and programmes.	E	A/I
Knowledge of the challenges and opportunities facing the regional transport network.	E	I
Knowledge of national design standards for active travel Infrastructure	E	I
Knowledge of consultation requirements for active travel infrastructure	E	I
Knowledge of transport planning and policy	D	A/I
Working knowledge of programme management techniques.	D	I
Working knowledge of GIS	D	I

What previous experience is needed?	Rank	Measure
Previous experience of supporting strategy development, bid development and making the strategic case for transport solutions	D	A/I
Previous experience of designing and delivering active travel infrastructure	E	A/I
Experience of interpreting and interrogating data to inform the development of strategy, projects and programmes.	E	A/I
Experience of providing advice and guidance to managers at all levels of seniority, external agencies, and other forums on a regular basis.	E	I
Experience of partnership working with a range of external organisations including Government departments, local authorities, other public sector bodies and transport operators.	E	A/I
Experience of presenting complex material to external stakeholders.	E	I
Experience of working on projects relating to the delivery of Net Zero, sustainability and inclusivity across the transport system in a local/regional/national context.	E	A/I

What skills should you have?	Rank	Measure
Strong communication skills in producing and presenting quality documentation including reports, ensuring they are suitable for a wide range of different audiences.	E	A/I
Strong analytical skills applied to carrying out research and developing evidence-based programmes.	E	A/I
Strong organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative to complete tasks under minimal supervision.	E	A/I
The ability to understand complexity and give accurate concise presentations and advice to decision makers and other colleagues.	E	A/I
Ability to work at senior levels, sometimes in areas of tension and conflict with evidence of sound judgement.	E	A/I
Ability and skilled in defining a clear scope of work for external providers, commissioning work and managing numerous commissions in tandem.	E	A/I

Key

E = Essential / D = Desirable

A = Application / I = Interview