

## **JOB DESCRIPTION**

### **Head of TP&E**

**Starting salary: £39,000**

**Full time, permanent post (part-time may be considered)**

Transport Planning and Engineering (TP&E), the social enterprise established by Cycling Scotland, delivers infrastructure for walking, cycling and wheeling across Scotland. TP&E works with local authorities, other statutory agencies, community organisations and other stakeholders to provide infrastructure which enables a better environment for cycling and active travel. It also makes a major contribution towards Cycling Scotland's vision of a sustainable, inclusive and healthy Scotland where anyone, anywhere can enjoy all the benefits of cycling.

The Head of TP&E has the key role in leading and managing the work of the social enterprise, including business planning and development, client relationships and overseeing the delivery of projects by the team, help achieve TP&E's mission. The role is based in Glasgow, with client meetings and site work throughout Scotland as required. The Head of TP&E reports to the TP&E Board and is line-managed by the Cycling Scotland Chief Executive.

#### **Responsibilities include:**

1. Leading TP&E, promoting and developing the social enterprise and supporting the delivery of high quality cycling infrastructure throughout Scotland.
2. Managing the day-to-day running of the organisation, including business development, client liaison, bidding for consultancy work and developing new income streams, reporting to the TP&E Board.
3. Overseeing the planning, detailed design, project management and delivery of cycling infrastructure, including shared use paths, on-road routes and traffic management schemes.
4. Overseeing the production of feasibility studies and design reports, analysing potential cycle routes and networks including cost-benefit evaluations and provision of recommendations.
5. Overseeing the preparation of drawings, bills of quantities and other tender documents, the issue and submission of tenders, operation of the tender process and the supervision of contract construction works as required.
6. Organising and assisting stakeholder engagement events and consultation focus groups, including liaison with clients, regulatory bodies, landowners and general public.
7. Managing and undertaking cycle audits together with statistical analysis of travel data and crash records.
8. Supporting the development and submission of statutory permissions.
9. Assisting or leading in writing project funding bids and advising clients on funding sources.
10. Managing the finances of TP&E, in partnership with the Cycling Scotland Head of Finance, reporting to the TP&E Board.
11. Consistently advocating best practice across quality of deliverables, health and safety and environmental consideration.
12. Working with key stakeholders on active travel infrastructure priorities, assisting in engineering or related Cycling Scotland projects, and attending Cycling Scotland Senior Management Team meetings as required.
13. Attend relevant weekend events and evening networking events and deputising for the Cycling Scotland Chief Executive where required.
14. Any other duties considered relevant to the post.

**Person Specification:**

	<b>Essential</b>	<b>Desirable</b>
<b>Relevant Experience</b>	Knowledge and experience of overseeing multiple projects, including substantial budgets	Chartered Professional in Engineering, Transport Planning or other relevant field
	Degree in engineering, or other relevant field and/or professionally qualified	Writing and submission of tenders
	Experience of managing project finances and business workload.	
	Experience of influencing best practice, policy development and delivery in transportation or related policy environment	Experience managing construction projects and awareness of conditions of contract
	Experience managing staff, sub-contractors or equivalent	Experience of gaining statutory permissions
<b>Special Knowledge &amp; Skills</b>	Ability and expertise with common office software packages	Delivery of transportation and traffic management schemes
	Excellent written and oral communication skills with good attention to detail	Health & safety management including CDM regulations
	Communicating with and building client relationships	Negotiations with landowners and other key stakeholders
	Strategic knowledge & awareness of active and sustainable travel and interest in cycling	Understanding of Local Authority processes and requirements
	Ability to successfully develop opportunities with new clients to expand the business	Understanding of AutoCAD, GIS or equivalent mapping/ drawing software
<b>Other Requirements</b>	Ability to act on own initiative and take responsible decisions	
	Willingness to work flexible hours on occasion and to travel remotely as required	
	Effective team player and ability to lead by example, fostering a working environment that supports our organisational values	
	Evidence of commitment to ongoing professional and personal development	