

Job Description and Person Specification

Role: Active Travel Innovation Manager



Job Description

Job Title	Active Travel Innovation Manager
Grade	G10
Service	Transport Policy & Innovation
Reports to	Strategic Lead – Policy & Innovation
Location	Friargate
Job Evaluation Code	D2892D



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

Provide leadership and direction in the development and delivery of Active Travel technologies which make more efficient use of Coventry's transport infrastructure to support the sustainable economic and social growth of the city.

To work with strategic partners and stakeholders to develop innovative cost-effective active travel solutions to address traffic congestion, air pollution, social mobility and other economic and environmental impacts of traffic, seeking funding opportunities from central government, partner organisations and other sources to make the vision and concepts a reality.

To develop and deliver Coventry's Local Cycling & Walking Infrastructure Plan and new forms of micromobility across the city to promote active travel.

To be a member of the Traffic and Transportation Management Team, contributing to the broader objectives and policies across the Transport & Highways Division.

To deputise as necessary for the Strategic Lead – Policy & Innovation, including representing the Council at regional, national and international forums where appropriate on matters relating to the post.

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Main Duties & Key Accountabilities

Core Knowledge

- In conjunction with the Strategic Lead, Policy & Innovation, develop an active travel strategy for Coventry in liaison with senior officers from the City Council, the West Midlands Combined Authority and other key partners leading to a more sustainable and accessible city.
- To provide guidance and direction on policy, strategy, procurement and contractual matters pertaining to the use of active travel solutions and technologies within Coventry to enable effective strategies to be put in place in support of the Authority's duties under the Traffic Management Act 2004.
- To lead on the development of policies and strategies to monitor and maximise active travel performance, leading to modal shift, addressing inequalities, alongside reducing congestion and promoting the positive influence of active travel on the choice of route, time and mode of travel used and associated health benefits.

- To work with external partners including the West Midlands Combined Authority, Travel for West Midlands, Active Travel England as well as other local authorities to ensure consistent cross boundary strategies and implementation plans are agreed. Also to work successfully with internal stakeholders including ICT, economic regeneration and others on project delivery.
- To provide professional advice to elected members and senior managers on technical and policy matters relating to active travel and associated travel innovation measures.
- To develop effective partnerships at a senior level with the external organisations previously mentioned, the city's two universities and local business's, leading to technical innovation and cost efficiencies in travel mobility.
- To provide advice on and actively seek out access to relevant funding streams and grant opportunities from central government, partner organisations and other sources to implement active travel strategies.
- To manage the effective delivery of related projects and policies, including project staff where appropriate, setting objectives, monitoring performance and providing guidance and support as required to ensure that targets are met.
- To be responsible for the financial management of relevant project budgets, including effective monitoring to ensure that objectives are met, producing and analysing reports on expenditure and other income and implementing corrective action where appropriate to ensure the efficient management of budgets in line with Council and/or the relevant funding body's policies and procedures.
- To represent the City Council at a senior level, including at appropriate meetings, committees and ward forums, deputising for the Strategic Lead – Policy & Innovation as appropriate.
- To prepare and present reports to formal and informal meetings, including Cabinet Member meetings and project boards.
- To build mutual confidence and respect and foster an effective working relationship with Members, senior officers and other colleagues throughout the authority and representatives of outside organisations.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External West Midlands Combined Authority Transport for West Midlands Active Travel England Local Authorities DfT Local Businesses Universities Stakeholders Politicians Members of the Public	Internal All City Council Services & Departments Cabinet Members Councillors
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

Project staff as appropriate

Person specification

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Knowledge	
Knowledge and understanding of key transport policy, strategy and implementation issues.	
Knowledge and understanding of relevant legislation and related strategies, including the Highways Act 1980, Traffic Management Act 2004 and Equalities Act 2010.	
Knowledge and understanding of LTNI 20 Design Standards	
Knowledge of the regional, national and international bodies that impact on Coventry.	
Knowledge and understanding of the policies and procedures, within both the Council and external bodies, needed to maximising funding opportunities and develop active travel solutions.	
Knowledge and understanding of the procurement and contract management.	
Knowledge of Project Management methodologies	
Skills and Abilities	
Effective leadership and management ability, including motivation, organisational, interpersonal, negotiating and influencing skills.	
Well-developed communication and presentation skills, to report clearly and consistently to elected members, partners, stakeholders, senior officers and the media.	
Able to develop and maintain effective partnership working both internally and externally.	
Political awareness and appreciation of the non-technical issues that influence decision making, as evidenced by positive contact with elected members.	
Ability to produce technical and non-technical documents and reports on active travel and other ITS related matters.	
Ability to represent the Service and Authority at a senior level and provide sound technical advice on related matters.	
Ability to organise and manage projects, including budgets, within a programme management framework.	

Experience
Development and implementation of innovative and entrepreneurial active travel solutions.
Successfully working with a range of partners to deliver complex travel and ITS related projects.
A record of successfully managing financial and human resources to meet objectives.
Providing advice on active travel and ITS policy and delivery issues that take account of the technical and political implications.
Working effectively with politicians, senior officers, outside public and private organisations, transport and other service providers.
Continuous improvement, innovation and review of business processes to reduce costs of operation.
Qualifications
Educated to degree level or be able to demonstrate significant vocational experience within a relevant technical area.
Membership of a relevant professional body
Special Requirements
Able to work outside normal office hours, as and when required by the service

Date Created	July 2023	Date Reviewed	July 2023
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