

Job Description

Job Title: Road Safety Partnership Delivery Manager

Reports to: Assistant Director - Transport Strategy & Network Management

Grade: P4

Overall purpose of the job

This is a critical management role which will be at the forefront of leading and delivering road casualty reduction in line with Government and local partner objectives. This role will drive the delivery of coordinated interventions in the Cambridgeshire and Peterborough Vision Zero Partnership area through the promotion and enabling of greater collaborative working amongst its partners and stakeholders, including the highway authorities, the Office of the Police and Crime Commissioner, emergency services, NHS, voluntary sector and community groups.

This post will be responsible for the identification and oversight of collaborative opportunities, facilitation of project groups, and reporting to strategic decision-making and scrutiny groups.

The role will be funded by the Office of the Police and Crime Commissioner's Casualty Reduction and Support Reserve and hosted by Cambridgeshire County Council on behalf of the Vision Zero partnership. The role will therefore act independently to maintain its impartiality, reporting to the Vision Zero Partnership Board.

Commitment to the Vision Zero partnership and adoption of the strategy was endorsed by the Council's Highways & Transport Committee on 7th July 2020.

Main accountabilities

1. Leadership and Strategic Contribution

Lead and manage the development of the road safety partnership as an organisation, in collaboration with key stakeholders from across all partners, to deliver the partnership's objectives.

Promote, maintain and develop the culture of collaborative and consultative working across the road safety partnership to support its development.

Report to, support and advise the Vision Zero Partnership Board and implement decisions arising.

Produce the Vision Zero partnership Annual Action Plan and present for approval by the Partnership Board.

Produce the Vision Zero partnership 'End of Year' Progress Report to the Partnership Board. The 'End of Year' report will reflect upon what has been delivered by the programmed work-streams over the past 12 months and the monitoring of success of interventions against the Partnership's KPIs and individual intervention objectives. The report will also include other achievements and issues experienced.

Maintain expert knowledge of relevant research, legislation, standards and public policy issues affecting road safety and the activity of the Partnership. Ensure that successful

	<p>outcomes and associated identified best practice is communicated to all partners and other stakeholders.</p> <p>Ensure that community engagement and the Think Communities approach remains at the heart of the Vision Zero Partnership's activity and strategic links into the Community Safety Partnerships are developed and maintained.</p>
2.	<p>Programme Management</p> <p>Lead the operational delivery of the Cambridgeshire & Peterborough Road Safety Partnership.</p> <p>Establish, facilitate and participate in appropriate working groups which will be responsible for delivering the workstreams identified in the Partnership strategy. Delivery will be based around the following Safe System themes, with each workstream led by one of the partner organisations:</p> <ul style="list-style-type: none"> • Safe Roads • Safe Road Users • Safe Speeds • Safe Vehicles • Post Collision Response <p>Regularly review workstream progress with the relevant leads and determine any corrective actions to ensure objectives are delivered within timescales.</p> <p>Provide overall programme management of the Vision Zero partnership ensuring that workstreams are co-ordinated and sequenced as a whole, and keeping an overview of individual workstream progress, issues and risks.</p> <p>Oversee the delivery of workstreams throughout their lifecycle ensuring time, quality and costs requirements are met against agreed constraints.</p> <p>Provide quarterly update reports of workstream progress and other activities to the Partnership Board, including any issues and risks.</p>
3.	<p>Change Management & Communications</p> <p>Lead on developing and embedding the benefits of a collaborative working approach/working culture across the Vision Zero Partnership. Communicate and sell the benefits of the approach to all key stakeholders.</p> <p>Develop and sustain strong relationships with key stakeholders across partners to ensure projects continually meet the needs of the Vision Zero Partnership.</p> <p>Provide professional programme management assurance, advice and support to key stakeholders.</p> <p>Make presentations to partners and stakeholders to obtain buy-in for the programme and to staff to ensure support for its deliverables.</p> <p>Report programme progress to the Vision Zero Partnership Board.</p>

	<p>Deliver timely and appropriate communications to all stakeholders, in accordance with the programme communication strategy.</p> <p>Produce and circulate appropriate reports and information to ensure board members are able to make informed decisions.</p> <p>Attend all board meetings and ensure that effective records are produced of all discussions and outcomes.</p> <p>Manage all communications between partners and external stakeholders.</p> <p>Have responsibility for the engagement of community groups in line with the Think Communities approach to harness local knowledge and expertise and empower communities to identify and address local issues themselves.</p> <p>To champion work helping community groups and other interested parties develop and deliver data led intervention programmes in support of the Vision Zero Partnership strategy.</p> <p>Engage with Community Safety Partnerships in order to support building their capacity and capability to deal with the local road safety issues which matter most to people who live and work in the area and support access to funding from the Office of the Police and Crime Commissioner for Cambridgeshire and Peterborough to help tackle these issues.</p> <p>Attend other meetings, representing the Vision Zero Partnership, as required including providing feedback and advice to external bodies and partners. These will include meetings with other regional partnerships, Government bodies, industry working parties and community groups.</p>
4.	<p>Performance and Financial Management</p> <p>Actively seek opportunities to secure funding for the Partnership's activity.</p> <p>Oversee the delivery of funding provided to the Partnership for specific projects through grants and other means.</p> <p>Alongside each workstream lead and the Partnership Board, establish and own the safety performance indicators (SPIs) for evaluating outcomes from each workstream. Monitoring must be tailored to each particular workstream.</p> <p>Provide regular performance reports on programme and project delivery status including funding and resource utilisation, key risks and performance against workstream SPIs.</p>
5.	<p>People Management</p> <p>This role involves taking the lead on a formal collaborative partnership and will be responsible for developing effective partnership arrangements including overseeing staff from various partner organisations engaged in variety of workstreams to deliver the partnership's aims.</p> <p>While this role has no immediate subordinate staff at the outset, should additional staff be identified by the Partnership Board as required to support the delivery of the partnership's aims, the Partnership Delivery Manager will become responsible for their direct line management.</p>

	<p>Support the Cambridgeshire Fire and Rescue Service Lead and Police Lead in the direction of the Community Road Safety Officer and Casualty Reduction Officer, respectively.</p>
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	<p>Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.</p>
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Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Degree or demonstrable equivalent experience	Civil Engineering or Social Sciences	E
Practitioner level	Project Management	E
Postgraduate qualification (e.g. Masters)	Road Safety related subject	D

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Road safety management	<ul style="list-style-type: none"> Expert knowledge in current road safety management best practice, including local, national and international models and methods Demonstrable knowledge and understanding of the UK policies and legislation that influence road safety delivery at a local level, including emerging issues 	E
Safe Systems	<ul style="list-style-type: none"> An in-depth knowledge of the Safe Systems approach and how it translates into intervention delivery 	D
Think Communities / community engagement	<ul style="list-style-type: none"> Knowledge of community engagement approaches that harness local knowledge and expertise and empower communities to tackle issues that are important to them 	D
Skills		
Strategic	<ul style="list-style-type: none"> Ability to see and understand the bigger picture and apply that to programmes and projects within own remit and across service and organisational boundaries. Thinks strategically across all functions and service boundaries, thinking how decision might affect other people. Understands the tensions between partnerships, corporate and local agendas. 	E
Leadership	<ul style="list-style-type: none"> Relevant, sustained, and proven leadership and management experience Ability to inspire and motivate teams. Persuades and influences others using logic and reason. Sells the benefits of the position they are proposing and negotiates to find solutions that everyone will accept. Ability to deal with senior management and board members, displaying confidence and gaining trust. 	E

	<ul style="list-style-type: none"> • Ability to confidently make proposals and challenge decisions constructively. • Good resource management skills ensuring that both staff and financial resources are managed effectively by having the ability to clearly identify and prioritise activities in order to deliver the best possible outcomes. 	
Communication	<ul style="list-style-type: none"> • Proven experience of effective communication skills within a collaborative environment • Able to build strong and constructive business relations with internal and external customers and partners • Excellent communication skills both oral, written and presentational • Excellent interpersonal skills with strong negotiating and persuasion abilities • Ability, sensitivity and interpersonal skills to facilitate working in a political environment, retaining impartiality. • Experience of working with the media 	E
Programme Management	<ul style="list-style-type: none"> • Able to adapt personal style to suit the circumstances of a situation and so enable issues and projects to move forward in a constructive and positive manner. • Ability to utilise a wide range of management skills and techniques to ensure successful delivery outcome through effective use of resources. • Proven ability to focus on the customers, understanding their needs and expectations, in order to deliver high quality services. • Excellent analytical abilities and high level of skill in using analytical techniques to break down and understand issues and business operations. • Proven ability to plan, manage and influence large and complex budgets and to exercise strong financial control and budgetary management across programme areas and individual projects. • Strong hands-on abilities in Microsoft Office and Project and other specialist project management applications. 	E
Partnership Working	<ul style="list-style-type: none"> • Ability to maintain effective relationships and ability to deliver through partnership working. 	E
Experience		
Programme development and delivery and project management.	<ul style="list-style-type: none"> • Demonstrable experience of strategic influence. • Experience in developing, leading and managing programmes within large/complex organisations. • Experience in embedding a new function or discipline within and/or across complex organisations. • Significant experience of effective management of resources within a complex organisation. 	E

	<ul style="list-style-type: none"> • Successful experience in project and programme management. • Demonstrable experience of managing project teams in situations where there is no direct hierarchical authority. • Proven experience of identifying and managing project interdependencies, risk assessments and benefits assessments, in line with strategic objectives. • Experience in prioritising (including justification) of projects and programmes. • Experience in analysing programme information and compiling and presenting reports to Lead Members and Lead Officers. • Proven experience of sound financial management. 	
Partnership working	<ul style="list-style-type: none"> • Extensive experience of effective partnership working at a senior level • Experience of working across organisations with a sound understanding of the different (sometimes conflicting) services needs and objectives. • Experience in leading and managing change programmes across multiple organisations. • Experience in embedding a new function or discipline across multiple organisations. 	E
Road Safety	<ul style="list-style-type: none"> • Extensive experience of managing activities across at least one of the Safe System workstreams 	E
Equal opportunities	<ul style="list-style-type: none"> • Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs 	E

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed	Flexible	Field	Home
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