

Role Profile

Role:	Active Travel Network Manager
Directorate:	Chief Executive's Office: Active Travel
Salary Band:	9
Post reference:	TS52A
Job Evaluation Ref & Date:	TBC
Role statement of purpose:	To provide senior, technical leadership to the development and delivery of an integrated Active Travel network within the wider Bee Network
Reports to:	Network Director Active Travel

	Key Role Outputs(KROs) <i>these set out what must be achieved for the post holder to be successful in the role</i>	Key Actions <i>These set out how the KROs will be achieved – the activities required.</i>
1	Specialist technical input to the cycling and walking strategy for Greater Manchester	<ul style="list-style-type: none"> • Provide a lead technical specialist role in the development of core Greater Manchester active travel/"Streets for All" strategy. • Take direct responsibility for specific active travel development activities as determined by work programme working in close collaboration with critical stakeholders at a local and national level as required. • Take responsibility for the quality of the technical input of Greater Manchester local authorities, TfGM staff and consultants developing active travel infrastructure projects in Greater Manchester including leading the Active Travel team's input to the Greater Manchester Design Review Panel. • Take a leading role in writing active travel policy documents and presenting these to internal and external groups including senior officers.
2	Develop and maintain an effective active travel infrastructure pipeline	<ul style="list-style-type: none"> • Lead active travel infrastructure pipeline • Lead key active travel strategy and infrastructure development projects in partnership with Local Authorities and other

		<p>delivery partners, including GM Districts, transport and logistics operators and national transport agencies.</p> <ul style="list-style-type: none"> • Work collaboratively with local authorities and other key partners to develop, publish and maintain a Local Cycling and Walking Infrastructure Plan (LCWIP) and up to date Active Travel Design Guidance. • Ensure all relevant GM wide and locally specific documents take a fully integrated approach to delivering walking and cycling improvements, taking into account the needs of other transport modes and strategic priorities, such as air quality, congestion, health, GMSF and public transport enhancements. • Lead on the development of best practice GM infrastructure design principles and guidance document for future C&W/Streets for All infrastructure schemes. • Ensure regular engagement with the Active Travel, Right Mix, Communications, Partnerships and Innovation teams to ensure an integrated approach to capital and revenue delivery programmes.
3	Coordination of Greater Manchester strategic submissions to national funding competitions	<ul style="list-style-type: none"> • Provide specialist input into major funding submissions on behalf of GMLTP partners. • Project-manage individual funding submissions on behalf of TfGM or GMLTP partners as required, with particular responsibility for C&W/"Streets for All" bids, taking responsibility for the quality of the technical outputs produced, the deliverability of the scheme proposals, and for agreeing bids with TfGM, District and GMCA senior officers as appropriate.
4	Senior specialist advice on technical active travel policy and initiate the development of innovative Infrastructure solutions	<ul style="list-style-type: none"> • Advise TfGM leadership and GMLTP partners on changes to national C&W policy and investment priorities, and co-ordinate responses to national consultations on behalf of TfGM and/or GMLTP partners.

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		<ul style="list-style-type: none"> • Lead work with District Councils and other agencies to ensure effective and integrated strategic planning across GM local active travel networks. • Ensure coordinated TfGM input into response to planning, master planning and significant regeneration activities in Greater Manchester, where there are significant C&W implications, identifying any conflicts and proposing solutions to resolve them. • Manage studies undertaken by consultants to ensure that the work is delivered in a timely manner to budget and to meet the requirements of TfGM.
5	Lead the development of a robust pipeline of C&W and Streets for All Schemes on behalf of GMLTP partners.	<ul style="list-style-type: none"> • Building on LCWIP and other C&W work, develop with partners a pipeline of C&W/"Streets for all" schemes to concept design stage. • Ensure that strategy maintains an active involvement in the schemes as they progress through to delivery, working closely with project delivery teams through the entire scheme development process.
6	Act as Project/Programme Sponsor for C&W Infrastructure projects as appropriate – such as innovative interventions.	<ul style="list-style-type: none"> • Play a key role in the delivery of transformational infrastructure for C&W, filling the project sponsor role for such infrastructure as appropriate. • Ensure that infrastructure delivery retains a focus on delivering the strategic aims of Greater Manchester as these relate to C&W. • Take an active role in securing the required level of quality is delivered through C&W infrastructure schemes.
7	Effective partnership working with Greater Manchester partners	<ul style="list-style-type: none"> • Develop and maintain working relationships with key partners as identified by Strategic Planning Manager, including with GM Districts, Transport for the North, DfT, Canal and River Trust, Sustrans, Living Streets, British Cycling, Highways England, and so on.

		<ul style="list-style-type: none"> Identify and develop opportunities for partnership solutions to specific transport strategy objectives. Play a leading role in TfGM's interface with the GM Mayor's office on Active Travel matters.
8	Effective leadership of the Active Travel Network team	<ul style="list-style-type: none"> Support the Network Director by supervising the performance and activities of identified colleagues.
Compulsory Outputs (COs) <i>these set out what must be achieved for the post holder to be successful in the role</i>		Key Actions <i>These set out how the COs will be achieved – the activities required.</i>
C1	Ensure you comply with all applicable organisational legislation and policy:	<ul style="list-style-type: none"> TFGM Safety Management System (In particular section SMS 201 Roles and Responsibilities) Bus Operator contractual management Dignity at Work policy Information assurance and security in line with Cabinet Office requirements Risk management TFGM policies and procedures Equality and diversity legislation TFGM Vision & Values
C2	Any other reasonable duties as required from time to time	

Key Interdependencies	
Key Contacts	Strategy Director and Directorate Management Team TfGM directors TfGM departmental managers GM Active Travel Commissioner and Mayoral team Local Highway Authorities GM Transport Providers GM Transport Strategy Group Active Travel Programme Board and other appropriate boards.
Direct reports	Members of the Active Travel Network team (currently two direct reports)
Budgetary responsibility	TBC – including project/study specific budgets

Role Profile

Location	TfGM, 2 Piccadilly Place, Manchester M1 3BG
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Office Use Only	Updated	Updated	Updated	Updated	Updated
Created by					
RN 18.02.2022	DS 21.10.2024	RN Dec 2024			

ACTIVE TRAVEL NETWORK MANAGER <i>(Knowledge, skills and experience required at selection stage)</i>	
E	Essential Experience:
E1	Detailed specialist knowledge of transport planning techniques, particularly relating to providing technical oversight of walking and cycling infrastructure schemes
E2	Significant experience of project and study delivery including management of consultants
E3	Significant experience in transport research, strategy or policy development work with particular reference to cycling and walking issues
E4	Experience of interpreting plans, drawings and complex technical analysis
E5	Significant experience of interpreting research reports and to produce such reports in a clear and well-structured manner
E6	Familiarity with the use of computer software for analysing data
E7	Significant experience of translating policy objectives into deliverables
E8	Significant experience of working with local authority partners
E9	Experience of developing statutory documents
E10	Experience of national policy consultation and development processes
E11	Experience of working with elected members and in areas of political sensitivity
E12	Significant experience of developing long-term transport strategies in partnership with local authorities and other key partners
E13	Significant experience of influencing with success the strategies and investment priorities of partner agencies
E14	Proven experience of undertaking transport studies with consultant support
EQ	Essential Qualifications – Technical, Vocational or educational:
EQ1	Educated to degree level or equivalent in a relevant subject
DQ	Desirable Qualifications – Technical, Vocational or educational:
DQ1	Membership of a relevant professional body
EA	Essential Attributes:
EA1	Ability to prepare clear, concise and well-structured reports for a variety of audience
EA2	Able to communicate efficiently to a variety of audiences clearly and concisely together with excellent listening skills
EA3	Interested in promoting the benefits of cycling and walking
EA4	Ability to produce high quality work to tight deadlines
EA5	High level of computer literacy
EA6	Flexibility and willingness to adapt to changing working environments
EA7	Drive change in the delivery of complex and sometimes on sensitive/political issues
EA8	An understanding of political sensitivity