

TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

JOB DESCRIPTION

Job Title	: Tayside Bus Alliance - Project Manager
Location	: Tactran Headquarters, Perth
Responsible to	: Senior Partnership Manager
Salary/Grade	: SJC 69 – 75 (£38,043 – £41,612)
Contract	: Fixed Term – initially until 31 March 2023

The Tayside Bus Alliance comprises local authorities of Angus, Dundee City, Fife and Perth & Kinross Councils; Tactran and Sestran Regional Transport Partnerships; Bus Operators within the area and Bus Users organisation.

Tayside Bus Alliance has been awarded funding by Transport Scotland's Bus Partnership Fund (BPF) to undertake a STAG appraisal of 20 bus priority corridors in the Tayside Bus Alliance Area with the key outcomes to improve bus journey times and reliability; provide high quality bus services that contribute to the National Transport Strategy vision; reduced congestion; Match in Kind action and investment from partners; work towards a Bus Service Improvement Partnership and to deliver on this with local political buy in. The Tayside Bus Alliance is currently procuring consultants to undertake the STAG appraisal. The lead administrative authority in the Tayside Bus Partnership Fund award is Dundee City Council, however, the post of Tayside Bus Alliance Project Manager will sit within Tactran.

The Tayside and Central Scotland Transport Partnership (Tactran) is one of seven statutory Regional Transport Partnerships established under the Transport (Scotland) Act 2005, with responsibility for developing and overseeing the delivery of a statutory Regional Transport Strategy. Tactran covers the areas of Angus, Dundee City, Perth & Kinross and Stirling Councils. It is managed through a Partnership Board of 15, comprising 10 Councillors appointed by the four constituent Councils and 5 non-Councillor members. The Partnership's Executive Team, currently comprising 7 staff, is located in Bordeaux House, Kinnoull Street, Perth.

The job holder will be responsible for a budget of £500k and manage the associated consultant(s)

JOB PURPOSE

The Tayside Bus Alliance Project Manager will act as the client representative and manage all aspects of Tayside Bus Alliance for the Bus Partnership Fund STAG appraisal and associated initiatives. The Project Manager's focus will be on the delivery and management of Bus Partnership Fund STAG Appraisal, including liaison with all partners in the Tayside Bus Alliance, negotiation of Match in Kind measures and development of the Alliance towards becoming a Bus Service Improvement Partnership within all required timelines.

The post is a fixed term post initially until 31 March 2023.

REPORTING RELATIONSHIPS

The post-holder reports to and works under the general direction and control of Tactran's Senior Partnership Manager

MAIN DUTIES AND RESPONSIBILITIES

1. Manage all aspects of the Tayside Bus Alliance Bus Partnership Fund (BPF) project and associated initiatives.

2. Manage and monitor the consultants' preparation of STAG appraisal funded by the BPF and submit applications to the next phase of the BPF and any complementary funding bids as required, following completion of the STAG appraisal.
3. Work with the BPF STAG consultant/s on stakeholder and public engagement, organising meetings and workshops as required to support the delivery of the BPF projects and Tayside Bus Alliance objectives.
4. Manage the procurement and implementation of any elements of the project for which external support has been identified, including liaison and negotiation with partners regarding match in kind.
5. Support colleagues in the Councils, Tactran and Sestran with any opportunities to align the Bus Partnership Fund with other relevant work that the Councils, Tactran, Sestran and partners are involved
6. Establish and build links with both key internal and external contacts.
7. Liaise with all members of the Tayside Bus Alliance
8. Advise elected members of the Local Authorities and members of the Boards of Tactran and Sestran, to build political support for the outcomes of the BPF STAG Appraisal.
9. Organise and supervise secretariat for Tayside Bus Alliance meetings and other associated meetings
10. Attend meetings of partners and stakeholders as required, which may involve travel and work outwith normal office hours.
11. Represent Tayside Bus Alliance externally in forums on areas relevant to the job purpose as appropriate.
12. Ensure that the work of the Tayside Bus Alliance and Bus Partnership Fund projects are well communicated to help support their delivery and the objectives of both the Alliance and project.
13. Advise all partners on the Tayside Bus Alliance on all matters relating to the BPF STAG appraisal, including preparation of Board/Committee/ and other reports.
14. Assist with the development and implementation of overarching and project specific plans including the monitoring and evaluating of activities and outcomes.
15. Ensure project is progressed on time and within budget.
16. Monitor delivery, highlighting areas of risk, recommending mitigation and provide regular progress reports / updates to the Tayside Bus Alliance.

17. Monitor expenditure and prepare financial claims for the Bus Partnership Fund project, as required under the terms of the BPF grant offer and ensure that progress reports and financial claims are submitted accurately and on time.
18. Ensure the monitoring and evaluating of activity and outcomes associated with the Bus Partnership Fund is undertaken in accordance with the terms of the Transport Scotland grant offer.

The post holder may be required to perform duties other than and in addition to those specified above. The particular duties and responsibilities may be varied from time to time without changing the general character of duties or the level of responsibility entailed.

PRINCIPAL WORKING CONTACTS

Maintain effective working relationships with a number of key individuals including:

1. Tactran Director, Senior Partnership Manager and other Partnership Executive staff
2. Officers of Angus, Dundee City, Fife and Perth & Kinross Councils
3. All bus operators within the Tayside Bus Alliance area
4. Officers of Sustran and other Regional Transport Partnerships
5. Bus Users Scotland and other transport agencies and interest groups
6. Officials of Transport Scotland and Scottish Government
7. Consultants and contractors
8. Elected Members of Angus, Dundee City, Fife and Perth & Kinross Councils
9. Tactran and Sustran Partnership Board members
10. Officers of Development Planning Authorities
11. Enterprise Companies, trade and business associations and other private sector groups
12. Key organisations representing other modes including Sustrans, Cycling Scotland, ScotRail, Freight organisations and local access forums.
13. Community Councils and other community interest groups
14. Media and press
15. Members of the public

PERSON SPECIFICATION

POST TITLE : TAYSIDE BUS ALLIANCE – PROJECT MANAGER

FACTOR	ESSENTIAL	DESIRABLE
<p style="text-align: center;">Relevant Knowledge and Experience</p>	<p>Experience and thorough understanding of bus operations within in a private sector, RTP or local authority environment.</p> <p>Experience in management of consultants and projects</p> <p>Experience of successful partnership working and networking with key stakeholders including government officials, businesses and the public</p> <p>Understanding of transport and wider policy issues at local, regional and national government.</p> <p>Knowledge of appropriate legislation and procedures.</p>	<p>Experience of delivering significant transport or other major infrastructure projects in the public or private sector</p> <p>Experience of transport software and modelling techniques and applications.</p> <p>Knowledge of working with or delivering Externally funded projects</p> <p>Working with local authorities and other public sector bodies.</p> <p>Experience of working with a political environment</p> <p>Knowledge or experience with Transportation Appraisal techniques e.g. Scottish Transport Appraisal Guidance (STAG) and Strategic Environmental Assessment (SEA).</p>
<p style="text-align: center;">Qualifications and Attainments</p>	<p>Relevant degree and/or equivalent experience.</p>	<p>Appropriate professional qualification</p> <p>Relevant postgraduate qualification.</p>
<p style="text-align: center;">Skills</p>	<p>Competence in co-ordinating projects and input from different specialists.</p> <p>Excellent communication and interpersonal skills.</p> <p>Ability to build relationships with partners, supporters and the general public.</p> <p>Excellent organisational skills.</p>	<p>Organisation of workshops, events and other forms of public engagement</p> <p>Ability to deal with media enquiries</p>
<p style="text-align: center;">Qualities</p>	<p>Ability to work independently, take initiative and make decisions with minimal supervision.</p> <p>Willingness to work in a demanding position where a flexible and corporate approach is required</p> <p>Ability to work effectively in a team and contribute to a team</p> <p>Ability to deliver to exacting and competing deadlines.</p>	

Other Requirements	Ability to represent Tayside Bus Alliance at meetings and events within and outwith Tactran region.	
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