



JOB DESCRIPTION

Role	Network Development Planner (Bus Stops and Shelters)
Reports to	Public Transport Customer Development Manager
Directorates	Place and Connectivity
Department	Public Transport
Grade Current Salary Banding (04/24)	Grade 10 £37,938 - £41,510

Job Purpose

To lead the delivery of the strategy and implementation for expanding and improving bus stops/shelters across the bus network, with a focus on a safe, welcoming, informative environment for the passenger.

To collaborate with internal and external stakeholders, to build consensus across multiple parties to achieve shared objectives that align with the CPCA bus strategy, ensuring locations for infrastructure meet the regions needs to manage the budget of multiple funding pots against an agreed programme, working within contractual requirements and reporting programme milestones to wider committees and stakeholders

Key Responsibilities

- Devise, design and oversee the programme of bus stop/shelter improvement/expansion across the region's bus network, ensuring an effective delivery process with suppliers and wider stakeholders
- Manage the contract management aspects and budget of the bus stop/shelter delivery programme, ensuring supplier contracts are effective for monitoring and evaluation purposes and managed against budget availability and managed to ensure effective service delivery.
- To collaborate with internal colleagues and external stakeholders (particularly constituent councils and developers) to devise and implement an improved model for new opportunities to expand bus stop/shelter locations.20%
- Act as a subject matter expert and offer appropriate and constructive challenge for annual reviews of the bus stop/shelter infrastructure and working with land use developers on future requirements, collaborating with colleagues to find solutions to keep workstreams to time, budget and quality targets.
- Work collaboratively with colleagues to ensure a pipeline of projects to improve bus stops and shelters on the bus network, working closely through the team and matrix management to ensure concepts are designed and delivered and consultation with the public related to changes takes place.
- Planning, scheduling and managing procurement exercises and managing contracts with external suppliers, to ensure effective delivery of the bus stop/shelter improvement programme.



Person Specification

QUALIFICATIONS & KNOWLEDGE

All essential unless indicated otherwise

- To have experience of delivering infrastructure and/or improving customer experience within a public transport network, ideally through a contracted services mechanism.
- Ability to quickly grow awareness of Department for Transport guidance and standards for bus stops/shelters and best practice related to bus stops/shelters.
- Ability to quickly grow awareness of transport opportunities and challenges in the Cambridgeshire and Peterborough region
- Excellent organisation skills, to plan own time to meet deadlines.
- Ability to monitor and control budgets.
- Excellent IT skills including the use of excel and monitoring and evaluation information.
- Effective use of data collection, analysis, management, and reporting.
- Contract management skills, with the ability to understand how contractual performance mechanisms can enable improved performance and how to apply those mechanisms as a 'critical friend' to contractors
- Analytical thinking: with the ability to pre-empt issues and solve problems in a logical manner.
- Ability to work, influence and collaborate with a wide range of stakeholders.
- Well-developed interpersonal and communication skills: able to form effective relationships with a wide range of stakeholders from public and private sectors at an operational and contractual level
- Appreciation of UK bus industry
- Good understanding of political sensitivities

EXPERIENCE

- Experience of delivering infrastructure and/or improved customer experience into a public transport environment (essential)
- Proven experience of managing ongoing contracts and delivering them within agreed timescales and budgets.
- Experience of delivering strategies and plans related to the expansion and improvement of information to passengers in a public transport environment
- Previous experience of managing budgets for ongoing delivery of contracts, including budget setting and monitoring
- Experience of collaborating with a wide range of stakeholders to achieve a common goal

Leadership Behaviours:

- Strong proven ability to develop effective working relationships with partners/stakeholders, working in collaboration to lead, influence and achieve outcomes
- Confident communicator, able to present, explain and influence decisions on broad and complex issues with a wide range of partners/stakeholders using appropriate skills including engagement, listening, influencing, shaping, persuading and negotiating



- Able to develop effective working relationships and partnerships and drive consensus in a respectful and consistent way that builds trust and values the contributions of others
- Well-developed strategic and critical thinking combined with sound and timely actions and decisions
- The post-holder is expected to maintain the highest level of confidentiality and discretion at all times during the course of their work.