



JOB DESCRIPTION	
Role	Strategic Transport Programme Support Officer
Reports to	Transport Strategy and Policy Manager
Direct Reports	None
Directorate	Place & Connectivity
Department	Strategic Transport
Pay Grade & Salary Band (25/26)	NJC 8
Job Purpose	
<p>To support the Strategic Transport team across a wide range of programmes in order to continue to deliver and develop our strategic transport activities. The Strategic Transport Team has an influential role in travel across the region.</p> <p>This role works with the Active Travel Lead and other Transport Team colleagues to input into transport projects. These projects will enable the residents of Cambridgeshire and Peterborough to walk, wheel, cycle and use public transport.</p> <p>This support will include tasks related to:</p> <ul style="list-style-type: none">• Procurement• Project management support• Financial management support• Systems and Processes• Behavioural Change programs• Data management, control and evaluation	
Key Responsibilities	
<ul style="list-style-type: none">• Administer and coordinate activities linked to successfully delivering transport projects.• Deliver excellent program and project support to ensure programs are kept on time, are well planned and executed and deliver strong outcomes.• Produce, maintain and distribute project documentation and reports, including forecasting, progress reports, data analysis and risk registers.• Support close working relationships with the PMO team to ensure a timely response to all project management activity requirements, including internal reporting, maintaining the project risk register, completing required project documentation, and maintaining records.• Support close working relationships with the performance and insights team• Support Management Information Systems (financial and non-financial) that support programme delivery and management, i.e. CRM/Project Management Tools• Provide content for regular reports to the Strategic Transport Team and CPCA colleagues where applicable.• Liaise with and maintain excellent working relationships with stakeholders• Support research, fact-finding, and analysis activities to support the team's work and support the development of relevant performance indicators and management information systems.• Support the development of robust business cases that provide insight into making evidence-based decisions.	



- Support the development of investment plans and funding bids that successfully secure additional funding.
- Support internal and external colleagues to undertake project management tasks.
- Ensure all reporting to external funders and bodies is produced to a high standard and on time.
- Make the necessary day-to-day decisions to manage programs that align with contractual requirements effectively.
- Contribute to successfully delivering the Combined Authority's Local Transport and Connectivity Plan and other associated Strategies.
- Ensure all programs and activities adhere to the Combined Authority's Single Assurance Framework.
- Deliver high-quality, compliant, and value-for-money services through effective policy development, financial and business planning, and robust performance management.
- Work closely with the operational team to oversee procurement and grant awarding activity.
- Work closely with legal colleagues to ensure robust and compliant contract management.
- In addition to the above areas of responsibility, the position may require undertaking any other reasonable duties relating to the broad scope of the position.

PERSON SPECIFICATION

Qualifications & Knowledge

- Demonstrable practical experience in the field of transport or behavioural change.
- An understanding of national and local transport issues
- Knowledge of barriers to public and active transport
- Understanding of best practise in active travel infrastructure (Local Transport Note 1/20, Manuel for Streets)
- Knowledge of behavioral change initiatives
- Proven track record in providing successful coordination support to projects, preferably those supported with public funding.
- Strong levels of IT literacy, including in the use of MS Excel and other Microsoft Office programs.
- The ability to work effectively with others as a competent team member and coordinator to achieve project targets
- The ability to work under pressure effectively and meet deadlines.
- Excellent communication and networking skills.
- BTEC/NVQ L3 or equivalent in Business Administration
- GCSEs in English and Mathematics at Grade A*/9 to C/7

Experience

- Experience of Project/Programme Coordination
- Experience in problem-solving and implementing process improvements.
- Prior experience working with key external stakeholders
- Experience working in the public sector/local government/further education
- Experience in partnership and joint working

Behaviours

- Excellent attention to detail with excellent presentation skills.



- Highly organised, well-developed time management skills
- Confident in working with funding criteria and regulations to ensure project compliance
- Highly adaptable to changing circumstances and demands
- An advocate and relationship builder able to communicate well and engage with various partners and stakeholders at all levels.
- Collaborative – works productively with peers, team and others.
- Motivated – driven by personal and organisational achievement.
- Accurate and precise approach to reporting.
- Highly positive approach to work