



## **JOB DESCRIPTION**

### **Section A Job definition**

Job title:	Senior Partnership Manager
Location:	SESTRAN Offices, Victoria Quay, Edinburgh (easily accessible via public transport / cycling and changing facilities available / car parking available)
Hours:	37 hours per week, Monday to Friday (hybrid arrangements – 2 days – Tuesday and Wednesday office based per week)
Contract:	Permanent
Grade:	1
Salary:	£67,921 - £76,416

### **Section B Organisational relationship**

Post holder reports directly to the Partnership Director and is Line Manager for the Projects and Strategy team

### **Section C Key Responsibilities**

1. To provide overall strategic and technical leadership in the development, planning, budgeting, monitoring and implementation of the Regional Transport Strategy.
2. Initiate the development, and implementation of programmes and projects, including strategies, ensuring they deliver on the RTS vision and objectives.
3. Line manage a team of approximately 6-10 people, depending on funding and workload, consisting of a Programme Manager, Strategy Manager, Communications and Marketing Officer, and a number of Project Officers.
4. Ensure that staff are well supported, mentored and are encouraged to develop in line with the organisation's needs and their personal ambitions.
5. Ensure that income and expenditure are in line with the SEStran budget by ensuring that robust reporting, forecasting and monitoring processes are in place.

6. Ensure that all programmes and projects are managed through a project lifecycle management process covering the entire lifecycle from inception to close and including a project outline document, project initiation document, and management of progress, risks, assumptions, issues, dependencies and budget.
7. Ensure that assets are managed according to the Asset Management Strategy.
8. Ensure that SEStran adopts an open and transparent approach to all external and internal audits, that audit teams receive all requested help in a timely manner, and that any actions arising from audits are implemented and closed out as soon as practical.
9. Lead the development and production of the SEStran annual report and business plan.
10. Procure any goods or services, including consultants, necessary for the implementation of projects, according to the SEStran governance scheme.
11. Co-ordinate any forums or working groups necessary for the effective implementation of projects or strategies, including with other Regional Transport Partnerships, local authority partners, transport operators, third sector organisations, and other relevant stakeholders.
12. Encourage collaborative working with other Regional Transport Partnerships, local authority partners, transport operators, third sector organisations, and other relevant stakeholders.
13. Provide regular progress reports to the SEStran Partnership Director and Partnership Board.
14. Deputise for the Partnership Director as required.

#### **Section D Knowledge, Skills & Experience**

The post holder will be educated to degree level or equivalent in an appropriate subject and be qualified in a professional discipline (preferably in a transport related discipline).

Around 10 years' post qualifying experience working in a relevant field within a public body is required.

The ability to act independently within a framework determined by the Partnership Director is essential.

Proven negotiating and influencing skills.

Proven management, organisational and leadership skills.

Ability to write clear, concise and accurate reports and letters and to communicate effectively with elected members, members of the public, business representatives and others, as required.

## **Section E Communications and Contacts**

Elected Councillors

Non-elected Board members

MSPs, MPs

Transport Scotland, Scottish Government and Local Authority Chief Officers and Officers

Directors and employees of private companies

Other Regional Transport Partnerships

Members of the public