

City of Edinburgh Council job description

Post title	PLACEMAKING AND MOBILITY STRATEGY AND DEVELOPMENT MANAGER
Directorate	Place
Service	Transport Strategy and Partnerships
Responsible To	Head of Service
Number of post holders	2

Purpose of job

Manage the team responsible for developing the Council's approach to placemaking and mobility, working closely with colleagues and partners to ensure that implementation plans are aligned to the Council's strategic placemaking and mobility policies, priorities and objectives.

It is anticipated that each role will be responsible for either:

- Developing, co-ordinating and monitoring the Council's placemaking and mobility strategies and design guidance, to ensure delivery of the City Mobility Plan. This will include ensuring that the Council meets its statutory and advisory obligations in respect of air quality and ensuring strategies, projects and programmes consider air quality impacts; or
- Developing the Council's approach to street space allocation, active travel investment planning and related programmes of work.

The what - major tasks and job activities

1. Manage the development of the Council's placemaking and mobility strategies and plans including policy development, strategic planning, resource and risk management.
2. Implement, monitor and/or review the delivery of core Council strategic and statutory plans, including City Mobility Plan, Air Quality Action Plan and other associated plans (e.g. street space allocation, Active Travel Action Plan).
3. Maintain and support effective working relationships with internal/external stakeholders in executing the Council's strategy for placemaking and mobility, including at neighbourhood, locality, city, regional and national level.
4. Support the implementation of regional and national policies for placemaking and mobility, as these are applicable to Edinburgh.

5. Support the Council's stakeholder management with key transport and placemaking organisations and agencies.
6. Work closely with Heads of Service, Chief Officers, Elected Members, and external agencies to represent the Council's interests, deputising for Head of Service or other service managers if required.
7. Take personal responsibility for the management and implementation of sustainable strategic plans and service delivery.
8. Secure external funding to support the delivery of Council priorities for placemaking and mobility and ensure that this money is spent within the funding parameters.
9. Prepare reports, strategic plans, other documents, briefings, presentations and Freedom of Information responses, for Council meetings, external agencies, senior officers, including the Council Leadership Team and the relevant committees as well as business and stakeholder groups.
10. Manage arrangements for key risks within the service, compliant with the Council's risk management policy and framework
11. Set standards, policies and procedures which ensure compliance with statutory responsibilities, national legislation, standing orders, delegated authority, Council policies, aims and objectives.
12. Support the Council's democratic process, including acting as a lead adviser to a number of Council Committees, and provide external advice at Public Enquiries, Planning Enquiries and in other forums as invited.

The how - knowledge and skills, creativity and innovation, contacts and relationships, decision making

The post holder will:

- Require skills and experience in either planning, placemaking and/or transport. This will usually mean the post holder is qualified to degree or postgraduate level in a relevant discipline (or can demonstrate appropriate experience). They will also have an additional management qualification or demonstrable management experience.
- Be responsible for the day to day management of complex partnerships which exist between, for example, Scottish Government, Transport Scotland, Sustrans, funding bodies, developers, investors, partners, contractors and the Council.
- Represent the Council on a range of external bodies and represent the Council's priorities and aspirations in those discussions, subject to the Council's approved scheme of delegation.
- Provide advice and guidance within the Council.
- Present on proposed future development of the city, to Chief Officials and Elected Members and Committees relating to policy, service practice and provision for a range of major services across the Council and the city.

- Develop new approaches, key policy initiatives and innovative projects in respect of placemaking and mobility, impacting across the Council and/or on the entire city.
- Represent the Council to a range of external stakeholders and present a positive impression of the Council. The role will support partnership arrangements with external bodies and contractual arrangements to deliver services to the benefit of the Council, in accordance with the Council's Standing Orders and Scheme of Delegation.
- The post holder requires knowledge of legislation, policy and procedures

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- The post holder will manage the day to day placemaking and mobility strategy team, interpreting the changing local and national factors impacting on the service.
- On occasion, the post holder may be asked to manage and deliver essential services outside normal working hours to respond to weather and other emergencies.
- Although the post may be exposed to some physical demands, these will be predominantly within the range of normal office based activities.
- Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people, this will not be more than normally required of an employee of the Council.
- The post requires periodic out-of-hours working to ensure project and relationship management is effective.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

The post is required to take on responsibility the day to day management of between 5 and 15 professional staff, including consideration of succession planning and resilience to ensure business continuity. The post will lead projects on behalf of the Council, supervising and allocating tasks across teams. The postholder will also work closely with colleagues across the Council on a range of complex agendas. The post holder is also likely to be required to manage and monitor the performance of external consultants providing complex professional services.

RESOURCES

Each postholder will be responsible for non-staffing budgets of up to £1 million per annum of revenue funding relating to placemaking and mobility, ensuring best value and appropriate retention of records and submission of claims for income.

HEALTH AND SAFETY

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council. All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;

- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed. Additional information can be found in the Council Health and Safety Policy.