

Job Description

Role Title	Assistant Programme Manager		
Directorate	Transport		
Team	Transport		
Line Manager	Programme Manager		
New/ Existing Role	Existing role		
Perm/ Fixed Term	Permanent	Grade 4	
Job Purpose	To provide project and programme management support to the EST transport team.		
Resource Management Responsibilities	Budget/ Equipment Accountabilities None	People (EST) Accountability None	Contractor Accountability None
Critical Accountabilities (between 4-8)	<p>Project delivery</p> <ul style="list-style-type: none"> Working independently and with Transport team colleagues to deliver projects for the Department for Transport and other commercial clients. With support from your line manager, this role will ensure project deliverables are achieved on schedule and meet the client's expectations. <p>Programme Management</p> <ul style="list-style-type: none"> Support the coordination and delivery of transport projects to ensure that projects stay on track and effectively deliver programme objectives. Undertake regular reporting to funder on progress of key deliverables and support internal financial reporting. Tasks may include monitoring and analysis of data sets and report writing, depending on the opportunities that arise within the team. <p>Supporting communications activities</p> <ul style="list-style-type: none"> Liaise with marketing colleagues to ensure that web information, guidance and tools are updated and fit-for-purpose. Work with marketing colleagues to support event delivery and promote organisations who are implementing innovative or best practice sustainable transport initiatives. <p>Client Management</p> <ul style="list-style-type: none"> Maintain working relationships with a range of client contacts via email and phone. Ensure good communication between all parties and accurate record keeping as projects progress. 		

	Stakeholder engagement <ul style="list-style-type: none"> Attending meetings, workshops and conferences to grow knowledge of the sustainable transport sector and deepen and build new relationships with stakeholders and identify opportunity to expand the transport programme. 			
Competency Requirements	Level 1	Level 2	Level 3	Level 4
Communication, interpersonal and negotiating skills			X	
Business Sense				X
Delivering results			X	
Knowledge and expertise			X	
Customer Focus			X	
Managing Change				X
Managing People				X
Team Working			X	
Knowledge, skills, and qualifications required	Must have: <ul style="list-style-type: none"> Strong track record of delivering projects Awareness of project management methodology Knowledge of environmental issues and sustainable transport sector Experience of working with customers/clients Experience undertaking research independently Educated to degree standard or above, or equivalent work experience. Proactive approach to handling new projects and processes Strong organisational skills Excellent verbal and written communication skills Ability to build and maintain relationships at all levels, both internally and externally Ability to tailor content for a non-technical audience Demonstrated ability to pay close attention to detail Experience of collating and analysing large and varied sets of data Desirable: <ul style="list-style-type: none"> Experience in the fleet transport or sustainable transport sectors. 			