**Candidate Information**

**Job Title Strategic Business Manager**

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| **Salary:**  | Grade H: £32,475 - £38,855 per annum (pro rata for part time hours)  |
| **Hours:** | 37.5 hours per weekThis job is proposed to be full-time but we are happy to discuss working hours and patterns to suit individual circumstances. Job share options may be considered. |
| **Contract:**  | Permanent |
| **Disclosure:** | PVG Scheme is not required for this position  |
| **Base:**  | Sustrans office in Edinburgh or Glasgow with the flexibility to work from home, or home-based within reasonable travelling distance from Edinburgh or Glasgow.  |
| **Travel:**  | This role may involve travel across Scotland during the course of your work including occasional overnights stays. |
|  | A key part of being the Charity that makes it easier to walk and cycle is that most colleagues cycle, walk, wheel or use public transport for the majority of their work journeys. We support this with access to a Sustrans pool bicycle and National Standards Cycling Training.  |

**Job or Project Specific Information**

The purpose of this post is to have responsibility for strategic planning, business planning and performance working with key external stakeholders such as Transport Scotland and internally within Sustrans UK.

The Strategic Business Manager is an exciting role combining planning and performance, building and maintaining relationships with communities, central and local government, active delivery partners, Transport Scotland and other key stakeholders.

The post holder is responsible for the delivery of the Scotland’s strategic plan within the context of Sustrans UK, the business plan which underpins that plan, the grant proposal to Transport Scotland and the organisation’s performance framework.

**Specific Role**

The postholder will have responsibility for delivering strategic planning, business planning and organisation performance for Sustrans in Scotland.

The postholder will work closely with Programme Heads, other Heads and Directors and to ensure the delivery of the planning and performance requirements for Sustrans in Scotland. The postholder will also work closely with Sustrans UK colleagues to ensure that the strategic planning, business planning and performance fits within Sustrans UK business planning framework.

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| **Where this role sits in the structure:** |  |

**Job Description - About the Role**

**Overview**

The Strategic Business Manager will have responsibility for the delivery of the strategic plan, business plan and performance.

You will be expected to work collaboratively with other Heads, Managers and Directors in Scotland and UK.

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| **Where this role sits in the structure** | Reporting to Head of Planning, Performance and GovernanceDirect line management responsibility for Strategic Business CoordinatorWorking with Directors, Heads and Managers across Scotland as well as UK wide. |

**Key Responsibilities**

Responsibilities may include:

1. To deliver the strategic and business plan working in conjunction with external and internal stakeholders.
2. Developing and assuring the organisation’s performance framework to deliver tangible improvement on external and internal key performance indicators.
3. To deliver the Transport Scotland grant proposal working in conjunction with internal teams and external stakeholders.
4. Collaborate with UK wide colleagues to ensure that the strategic and business plan aligns with Sustrans UK.
5. To provide assurance on the timeliness and accuracy of reporting to Transport Scotland ensuring that reporting meets their requirements and is aligned to Sustrans’ internal performance indicators.
6. Embedding the performance framework within all teams and providing advice to teams
7. Identifying gaps in organisational performance and highlighting those for action to the Performance and Service Improvement Manager.
8. To develop and lead the team.
9. Benchmark performance improvement externally with other organisations and keep up to date with best practice on planning and performance
10. Provide reports, analysis and insight for briefings to Directors, Heads and other colleagues on emerging strategic and performance themes which may impact Sustrans.

*We don’t expect anyone to be an expert in all these areas and as long as you meet the person specification we can train you in any gaps.*

**Person Specification**

The following criteria sets out the method by which the skills, knowledge and experience will be assessed against. Our website has a useful guide about how to make a great job application.

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|  | Application Form | Interview |
| **Specific experience required** |  |  |
| Experience of strategic and business planning in active travel | ✓ | ✓ |
| Proven experience of delivering performance in an organisation |  | ✓ |
| A proven track record in delivery of planning and performance | ✓ | ✓ |
| Experience of collaborating externally to understand best practice | ✓ | ✓ |
| **Skills and Abilities** |  |  |
| Excellent analytical, verbal and written communication skills  | ✓ | ✓ |
| Ability to work collaboratively across an organisation  | ✓ | ✓ |
| **Specific knowledge required** |  |  |
| Knowledge of best practice in business and strategic planning and performance management | ✓ | ✓ |
| Knowledge of the active travel sector | ✓ |  |

This document does not form part of the contract of employment but does outline our expectations.

If we need to amend this document in the future we will consult with the post holder before doing so.

**Everyone at Sustrans**

**Our values guide us in everything we do:**

* Including everyone
* Having the courage to question
* Acting local, thinking big
* Getting things done, together
* Always learning.
* Sustrans has clear health and safety policies and it is essential that all our colleagues follow these. Very often our teams come into contact with young people through schools work or community engagement so it is everyone’s responsibility at Sustrans to comply with our Safeguarding policies.
* One of our key strategic goals is to be a charity “for everyone”, building a more diverse and inclusive Sustrans. We recognise there is much more we can do to bring together diverse life experiences and voices to enable us to more fully understand, access and represent the communities we work in. Everyone at Sustrans should support this goal and follow our Equality, Diversity and Inclusion policies and procedures.
* Sustrans asks that all our employees develop their skills, knowledge and experience through training and personal development activities. Sustrans will support you with clear objectives and a supportive management culture - our teams tell us that one of the great things about working for Sustrans is the learning and knowledge sharing opportunities.
* It is very important that our colleagues are happy and able to work with IT systems - we use Microsoft programmes and other databases every day (we will train you on our bespoke systems).
* It is also important that everyone at Sustrans supports and follows with the charity’s guidance on branding/key messages and contributes towards raising Sustrans’ profile.
* Everyone at Sustrans is required to work their contracted hours and record their time – if extra hours are worked then we can take time off in lieu.­
* We ask that everyone in Sustrans helps us to develop new opportunities for funded work and builds excellent relationships with our delivery partners and stakeholders.
* Two of our values are we get things done, together and we’re always learning. Managers often require their teams to get involved in activities that are outside of their job descriptions as we feel this is one of the ways you can learn on the job, develop new skills, make new contacts and progress your career with Sustrans.