

Kent County Council

Job Description: Bus Grant Programme Manager

Directorate:	Growth, Environment and Transport
Unit/ Section:	Public Transport
Grade:	KSH
Responsible to:	Enhanced Partnership and Infrastructure Manager
Term:	Fixed Term – 3 Years

Purpose of the Job:

To manage the delivery of a multi million pound capital and revenue bus grant programme linked to Kent's Bus Service Improvement Plan (BSIP). The Bus Grant Programme Manager will direct and support a team of project leads to deliver initiatives across a range of areas, aimed at supporting Kent's bus offer including fares and ticketing, bus stop infrastructure, bus priority, network development and accessibility.

Main duties and responsibilities:

- 1) Manage Kent's Legacy Bus Service Improvement Plan (BSIP) and new Bus Grant programmes ensuring effective, timely & cost effective delivery aligned with strategic priorities and grant conditions.
- 2) Direct and support a number of project leads on initiative delivery in areas such as project planning, commissioning, budget monitoring, risk management, contract delivery, reporting and evaluation, acting as a point of escalation and using autonomy to make appropriate decisions.
- 3) Monitor the delivery status of the overall programme, identifying risks affecting delivery, escalating as appropriate and proposing / implementing agreed actions for mitigation.
- 4) Introduce new and develop existing robust plans, processes and logs for programme management using these tools to ensure compliance with grant conditions and corporate requirements.

- 5) Act as the project lead for identified key initiative areas, using project management principles to deliver initiatives to time, quality and budget, working with internal and external stakeholders.
- 6) Lead on reports to the Department for Transport (DfT) on programme delivery including on delivery status, financial information and risks. Work with project leads and other internal stakeholders to ensure these reports are submitted to time and are of high quality.
- 7) Implement and manage systems supporting the accurate recording of the status of initiatives, and initiative costs contributing to financial management of the overall grant allocations.
- 8) Lead on programme management requirements set by the DfT, including Project Adjustment Requests (PARs) and financial management to ensure delivery aligns with grant conditions.
- 9) Attend Enhanced Partnership meetings as required to update on programme delivery and to present other items on bus strategy as required. Attend and represent the department at wider meetings linked to the programmes with both internal and external stakeholders.
- 10) Develop a robust communications strategy to support the roll out of the delivery programmes.
- 11) Support the wider Public Transport team on other bus related requirements as required.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: Bus Grant Programme Manager

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

Qualifications	<p>Degree or equivalent in relevant discipline</p> <p>Management qualification or equivalent and/or experience</p>
Experience	<p>Proven experience of working with stakeholders, contractors and agencies to enable successful project delivery within time and on budget.</p> <p>Proven experience of budget management and cost control within a programme delivery environment.</p> <p>Proven experience of supervising a team and / or coordinating the work of others.</p> <p>Proven experience of working with a wide range of stakeholders.</p>
Skills and Abilities	<p>Ability to prioritise workload in order to manage time effectively. This includes being able to work to own initiative and respond positively to pressure.</p> <p>Strong communication and presentation skills, being able to deal effectively with members of staff at all levels, elected members, representative groups and the general public.</p> <p>Ability to motivate others and to improve team or individual performance as required.</p> <p>Commercial awareness.</p> <p>Strong analytical and problem-solving skills.</p>
Knowledge	<p>Knowledge of Public Transport legislation and the requirements placed upon local transport authorities.</p> <p>Excellent knowledge of the principles of programme management.</p> <p>Knowledge and familiarity of Microsoft Office applications</p>

**Kent Values
and Cultural
Attributes**

Kent Values:

- We are **brave**. We do the right thing, we accept and offer challenge
- We are **curious** to innovate and improve
- We are **compassionate**, understanding and respectful to all
- We are **strong together** by sharing knowledge
- We are all **responsible** for the difference we make

Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making