

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: Growth	SERVICE GROUP: Sustainability
POST TITLE: Sustainable Delivery Project Officer (e-Bike Share)	REPORTS TO: Sustainable Delivery Manager
GRADE: PO1	SAP POSITION NUMBER :

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

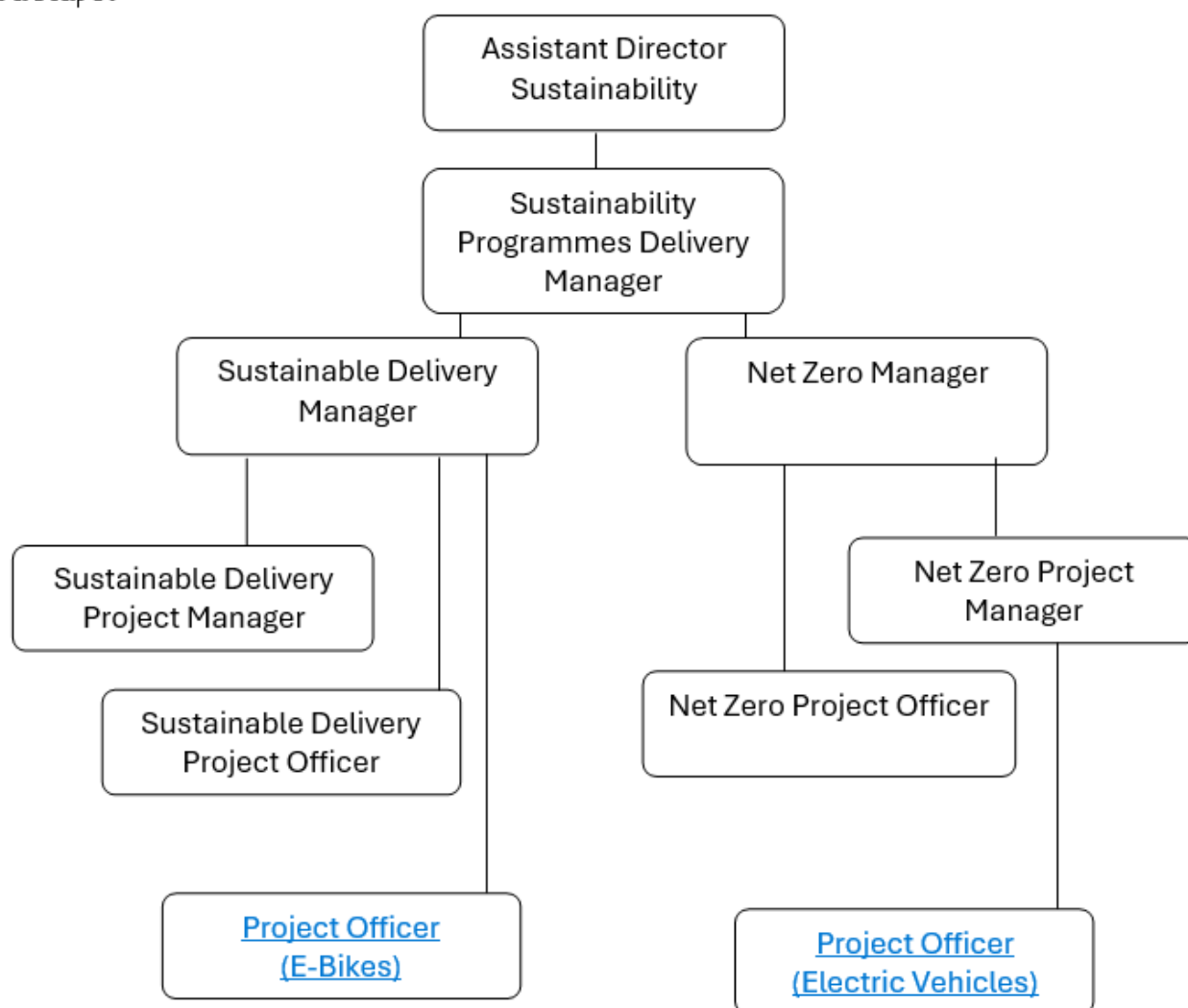
Key Purpose of Post:
<ol style="list-style-type: none"> 1. To coordinate the projects and schemes within the Sustainability Service including new sustainable infrastructure projects funded by CAZ revenue and private sector investment (i.e. E-bike Share scheme) ensuring efficient, effective delivery and evaluation of projects against deliverables and outcomes. 2. Autonomously create, manage and quality assure all aspects of project management standards and documentation as defined by the Project Board to a well-defined management system (manual or automated), providing advice and support as required. 3. Ensure compliance with PRINCE2 methodology and that all projects are correctly forecast and reported on. Monitor and manage the key risks for all projects and implement change control procedures as required. Develop and manage a project communications plan.

Main Responsibilities of Post:

1. Coordinate the project management for Net Zero and / or Sustainable Delivery large scale capital infrastructure projects, working with the Sustainability Project Manager(s) to ensure project resources are delivered on time and within budget. Develop and maintain an appropriate Resource Plan to enable delivery of the projects. Drive delivery to ensure that milestones are achieved. Become a first point of contact for the council's E-Bike Share scheme.
2. Ensure that projects are effectively planned and managed within a formal programme and project management framework as defined within the Councils Governance Structure, Standing Orders and Project Management Framework and PRINCE2 methodology. Assist in the production of Decision Point/ Key Milestone submissions and Exception Reports to the Project Board.
3. Appraise options for, and risks to, delivery of projects and make clear and concise recommendations to senior officers, the Project Board and Elected Members. This includes ensuring the relevant escalation procedures are followed and any interdependencies and interfaces between projects in the wider programme are managed and reported.
4. Proactively manage changes in project scope, identify potential crises, devise contingency plans and provide lessons learnt reporting as required in order to identify successful / unsuccessful project elements.
5. Independently develop deliverable project plans considering all stakeholders, within the project definition / scope of work including resource, benefits, quality and risk management.
6. Provide professional advice, guidance and support in relation to projects and project management ensuring that milestones and information are effectively communicated internally and with other stakeholders such as Elected Members, Committees and Town/Parish Councils.
7. Manage project budgets after agreement with Sustainability Project Managers / Sustainable Delivery Manager.
8. Ensure effective arrangements are established for managing project budgets and preparation of financial forecasts.
9. Independently manage and coordinate key inputs from other Council departments and partner organisations and ensure these are delivered to achieve timely completion of projects.
10. Assist with the development of project specifications, estimations, costs plans and other relevant project management techniques taking full responsibility as required by the Sustainability Service Managers
11. Investigate, share and transfer best practice to improve capacity within the Department and beyond to ensure all possible lessons learned and knowledge transfer opportunities are exploited.

12. Prepare and deliver reports and presentations to the Project Board including highlight reports, budget forecasts, risk logs, lessons learned and milestone plan updates as well as less detailed reports to other audiences with varying levels of technical knowledge to ensure effective engagement with all project stakeholders.
13. Undertake performance management and complex data analysis and interpretation, promoting quality practice and service delivery, ensuring continuous improvement.
14. Contribute to the development and management of an effective communications strategy for the e-Bike Share project using various types of media to inform Elected Members, Area Committees, Town Councils, Parish Councils Neighbourhood Forums and other public events about the delivery of the project including timescales and areas affected, expectations and other information such as the type of work being undertaken.
15. Work in accordance with Council Financial Regulations and Standing Orders to manage the use of resources and agreements allocated to major projects.

Structure:



Special Knowledge Requirement: Essential for shortlisting.	
Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column	
	Essential
Due to the Government's Fluency in English for posts where employees speak directly to members of the public the post holder is required to meet the <u>Advanced threshold</u> level which will be applied where the post holder requires a greater level of sensitive interaction with the public. You must be able to demonstrate that you can express yourself fluently and spontaneously (this will also be tested during the interview).	X
Carries out the project management working practices, procedures and basic operations across construction related projects at practitioner level - includes project planning, risk management, governance, value for money and benefit realisation.	X
Uses a wide range of basic computer applications - including Microsoft Office applications and Microsoft Project, management information systems/databases and/or other programmes to extract, collate and produce or present data.	X
Discusses the viability of potential solutions with experts / specialist knowledge holders to ensure that they meet technical, legislative and/or procurement requirements and have been appropriately risk assessed.	X
Able to demonstrate adequate verbal skills in discussion, negotiation and when giving advice	X
Knows and understands how to analyse, interpret and present complex information from a variety of sources clearly and simply using appropriate formats - (e.g. regular management information, progress monitoring).	X
Able to develop, maintain and use appropriate monitoring systems to monitor delivery of assigned projects.	X
Supports the work of technical teams with day-to-day organisation of workloads / allocation of resources.	X
Awareness of the costs for products and services associated with the delivery of large capital infrastructure projects - includes management of budgets, monitoring expenditure and maintaining accurate records of financial performance.	
Able to analyse problems and generate a number of potential solutions	
Understands and applies health and safety working practices including risk in own area and/or across other areas of work (including legislation) – plans own work, or programmes work for others, is able to understand appropriate risk identification, work instructions and codes of practice	
Has demonstrable knowledge of, and passion for, Active Travel, Sustainability, Climate Action and a Net Zero future.	X
Relevant experience requirement: Essential for shortlisting	
Significant experience of working in a sustainability/climate change related field or sector (e.g. Transport, Active Travel, Industrial decarbonisation, Waste, Green Economy, Carbon Emissions reduction, Climate Change education).	
Experience of project / programme budget setting, management and review of large scale or complex projects.	

Competency Based Job Profile

Experience of acting as an advisor to managers at all levels of seniority, external agencies and partner organisations.
Successfully representing and promoting an organisation with external bodies and the media.
Experience of producing detailed reports and presenting information to Senior Boards, Senior Management, Councillors /Members and other stakeholders.
Relevant professional qualifications requirement: Essential for shortlisting
Degree level qualification or significant equivalent experience in delivery and coordination of large project/programmes (e.g. major infrastructure programmes or regeneration projects) as outlined above.
A formal Project or Programme Management qualification (PRINCE 2, APMP, MSP) or extensive demonstrable experience of successfully managing, or assisting on, significant projects and programmes.
Core Employee competencies at manager level to be used at the interview stage.
Carries Out Performance Management – covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately to a high standard.
Communicates Effectively - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.
Carries Out Effective Decision Making - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.
Undertakes Structured Problem Solving Activity - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.
Operates with Dignity and Respect - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.
Management Competencies: to be used at the interview stage.
Operates with Strategic Awareness Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.
Practices Appropriate Leadership Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do.
Delivering Successful Performance Our managers monitor performance of services, teams and individuals against targets and celebrate great performance. They promote the District's vision and work to achieve Council's values and agreed outcomes.
Applying Project and Programme Management Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.
Developing High Performing People and Teams Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.
Working Conditions:

Competency Based Job Profile

Must be able to work evenings, weekends and Bank Holidays as required by the needs of the service. Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.

Special Conditions:

None

**Compiled by: C
Escreet**

Date: Jan 2023

**Updated by: B Cusack
& A Horvathova**

Date: Sept 2025

**Grade Assessment
Date:**

13 March 2023

**Benchmarked by Ian
Poppleton (HRBP)**

Date: Oct 2025

Post Grade: PO1