

## Coordinator – Programme & Financial Management

Reference No.	A4580	Type	Individual
Service	AT&E – Roads & Transportation Services		
Job Family	Professional 2	Grade	FC8

### Purpose

To co-ordinate and manage Roads and Transportation programmes of work, ensuring projects are delivered to established timescales and within available budgets.

Co-ordinate, monitor and control all Roads & Transportation budgets to ensure optimum use of financial resources across all Roads & Transportations activities.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Managing, co-ordinating and monitoring progress re the delivery of major works programmes ensuring delivery within acceptable timescales and budget envelopes.	Ability to provide a regular and effective service	✓	
Co-ordinating, monitoring and controlling all Service revenue and capital budgets including managing the allocation of budgets to specific Roads & Transportation activities.	Educated to SCQF level 8, which includes an HND or SVQ 4 or equivalent in a relevant technical discipline	✓	
Co-ordinating Service policies and processes to ensure appropriate levels of governance and compliance.	Degree in Transportation / Civil Engineering or equivalent		✓
	Evidence of continuous professional development	✓	
	Member of a relevant Professional Institution		✓

## Role Profile

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<p>Co-ordinating the preparation of business cases for Capital Plan funding including applications for external funding and rephrasing of plans to suit changes in Service/Council priorities and Section 75 developer contributions/Strategic Transportation Intervention (STID) measures.</p> <p>Maintaining capital asset register including preparation and submission of relevant information for national benchmarking etc.</p>	<p>Experience in the Roads and Transportation industry or similar environment.</p> <p>Experience of transportation related asset management planning and road works programme delivery. (Focus on Customers)</p>	<p>✓</p> <p>✓</p>	
<p>Leading on the management and development of the national and local street gazetteer and its use in the Scottish Road Works Register and other Service/Corporate systems (including representing the Service/Council on national user groups etc)</p>	<p>Knowledge of roads maintenance, roads asset management and roads network management functions</p>	<p>✓</p>	
<p>Co-ordinating and maintaining the Service Change Plan including developing proposals for future year budget/efficiency savings, benefits and savings trackers, impact assessments and monitor compliance/delivery.</p>	<p>Experience of developing and maintaining effective relationships (Work together)</p> <p>Experience of motivating others to perform to the highest standards (Work together)</p>	<p>✓</p>	<p>✓</p>
<p>Leading in process development and improvement to ensure all programmes are formed and delivered consistently across Fife including implementation and development of management systems to support relevant business processes.</p>	<p>Experience in process development and improvement (Deliver results)</p> <p>IT skills (Embrace technology and information)</p>	<p>✓</p> <p>✓</p>	
<p>Co-ordinating all Service activity-based costing arrangements in accordance with industry codes of practice including all year end reconciliation requirements.</p>	<p>Experience in financial planning and management</p>	<p>✓</p>	
<p>Preparing and delivering reports on related works programmes to Service management teams and Programme Boards.</p>	<p>Excellent communication skills both written and oral</p> <p>Experience in delivering presentations (Take ownership)</p>	<p>✓</p>	<p>✓</p>

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Leading on the claim of income from grant claims and recoveries from third parties regarding Service assets including providing specialist advice to external agencies	Knowledge of roads legislation including the Roads (Scotland) Act 1984 & Transport Scotland Act 2005	✓	
Providing internal financial and budgetary advice to Senior/Service Managers.	Experience in budget monitoring	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
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<b>Job Title (Specialists Tasks)</b>			

<p><b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b></p>	
<p><b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>	
<p><b>Additional Information – the following information is available</b></p>	<p><b>Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:</b></p>
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>	<ul style="list-style-type: none"> <li>• Take Ownership</li> <li>• Focus on Customers</li> <li>• Work Together</li> <li>• Embrace Technology &amp; Information</li> <li>• Deliver Results</li> </ul>