

Job Description

Senior Design Management Officer (Senior Programme Officer – Strategic Transport)

Reference: 3379

Date: April 2026

Job Family:	Transport and Neighbourhood Services/ Highways and Transport Infrastructure
Level:	2
Band:	8
Career Track:	Technical, Professional & Supervisory

Job Purpose

To support the development, monitoring and review of transport strategies, services and projects that advance Northumberland's strategic transport priorities. The postholder leads defined areas of work, develops evidence and proposals, secures and manages funding, and works with internal and external partners to deliver high quality transport outcomes across the county.

Service Purpose

The Environment and Transport Directorate lead the delivery of strategic and operational services that enable a well connected, sustainable and prosperous Northumberland. The service is responsible for planning and delivering transport, environmental and related infrastructure functions, ensuring statutory obligations are met and supporting the Council's wider economic, environmental and community objectives.

Duties and Responsibilities

Strategy, Policy and Evidence Development

- Develop, prepare, monitor and review transport strategies, services and projects, taking a lead on specific strands of work.
- Collect, analyse and maintain datasets forming the evidence base for strategic transport priorities, producing interpretive analysis and reports.
- Prepare reports on local, regional and national transport policy issues, advising on implications for Northumberland.

Programme and Project Delivery

- Lead elements of transport project development, including scoping, delivery monitoring, progress reporting and evaluation of outcomes.
- Manage all associated funding streams, ensuring sound management systems, effective monitoring, and submission of returns and grant claims.

- Support negotiation, letting and management of contracts and agreements required for transport projects.

Stakeholder Engagement & Partnership Working

- Work with internal teams, elected members, government departments, neighbouring authorities, town and parish councils, the North East Combined Authority (NECA) and other external organisations to deliver strategic transport priorities.
- Represent the Strategic Transport team at public and stakeholder meetings as required.

Funding, Governance and Compliance

- Identify and pursue funding opportunities in partnership with internal and external stakeholders.
- Ensure activity complies with relevant legislation, governance, risk and performance requirements; take remedial action where needed.

Service Contribution and Cross-Team Working

- Support broader corporate initiatives and service-wide planning activities as part of the professional transport team.
- Respond to correspondence, complaints, service requests and enquiries from MPs, elected members, parish councils and the public.
- Adopt effective and constructive relationships with colleagues and partners to promote joined up delivery of transport policy, services and projects.

Person Specification

Professional and Technical Requirements

Qualifications

- Level 5 qualification

Knowledge, Skills and Experience

- Applied knowledge of transport legislation, guidance, policies and practices relevant to strategic transport planning.
- Detailed understanding of transport issues across all user groups and the interaction with wider policy areas such as land use planning and economic growth.
- Ability to collect, analyse and interpret transport related data, producing technical reports and evidence summaries.
- Experience of developing transport policies and projects for one or more transport user groups.
- Experience preparing and submitting bids for transport funding.
- Experience of financial management of large projects or programmes.
- Experience in contracting processes including drafting, issuing and managing contracts.
- Experience working with businesses, communities and external agencies to deliver transport initiatives.
- Experience presenting technical information to public meetings, committees or stakeholder groups.
- Good IT capability, including data handling and presentation tools.

Core Competency Requirements

- **Communication** - Tailors communication to audience and context. Uses listening and questioning techniques to clarify complex issues and support team understanding.
- **Collaboration** - Coordinates with colleagues and partners to deliver shared goals and improve service outcomes.
- **Service Delivery** - Identifies and resolves service issues, improves processes, and ensures policy alignment. Promotes efficiency and avoids waste through practical improvements.
- **Decision Making** - Uses evidence and judgement to resolve issues and improve delivery.
- **Digital & Data Literacy** - Interprets data to improve services. Applies knowledge of digital risks and ethical data use. Uses basic analytical techniques to support decision making.
- **Adaptability** - Adjusts approach responsively to evolving needs and priorities. Identifies opportunities for continuous improvement and supports others through change.
- **Problem-Solving** - Analyses problems and applies knowledge to develop practical solutions and suggest improvements.
- **Community & Customer Focus** - Engages with service users and customers to improve delivery, ensure accessibility, and reflect diverse needs.
- **Leadership** - Supervises day-to-day activity and supports team development. Coordinates tasks and resources to meet the needs of the service.

Strengths

- **Analytical** - You seek and analyse information to inform your decisions, based on the best available evidence.
- **Improver** - You look for better ways of doing things and enjoy coming up with new and original ideas.
- **Influencer** - You influence others, you articulate the rationale to gain their agreement.
- **Organiser** - You make plans and are well prepared. You seek to maximise time and productivity.
- **Relationship Builder** - You quickly establish mutual respect and trust, building long-lasting relationships with others.

Desirable

- Level 6 qualification in a transport-related discipline.
- Professional membership (such as CIHT, TPS etc).
- Knowledge of specialist tools such as GIS, Access databases or transport modelling software.
- Full driving licence to current EU standards.