

GLPC Job Description

	Job Title	Cycling Programme Lead
	Directorate	Service Reform and Strategy
	Department	Public Health
	Grade	PO3
	Reports to	Health Improvement Manager - Public Health
	Staffing Responsibility	None

Job Purpose:

- The post-holder will be part of the Brent Public Health team and will contribute to shape and strengthen the public health services and support the Council's ambition to build healthier, and more resilient communities.
- The post holder will be responsible for scoping and assessing the feasibility of implementing a cycle loan scheme within the borough. This role will include conducting an audit of all current cycling and active travel projects across the council.
- It will involve good cross council collaboration (Climate, Transportation, Public Health) and will enable progress and delivery of a political priority.
- The post holder will be required to develop and maintain key working relationships and partnerships with a wide range of professional groups and organisations (statutory and non-statutory). They will work closely with local partners to develop and implement programmes.
- It will be key to understand the local community to develop and deliver projects which meet local need to address health, social and economic inequalities across the borough.
- The post holder will be expected to work across a wide variety of settings within the community and may be required to work occasional evenings and weekends.

Principal Accountabilities and Responsibilities:

Feasibility Assessment:

1. Conduct a comprehensive assessment to determine the feasibility of a cycle loan scheme within the borough.
2. Review and analyse the potential benefits, challenges, and resources required for implementing such a scheme.
3. Identify funding opportunities and assess the financial viability of the project.

Audit of Cycling and Active Travel Projects:

4. Perform an audit of all existing cycling and active travel projects within the council.
5. Collection of monitoring and evaluation data
6. Evaluate the effectiveness, reach, and outcomes of current projects and identify areas for improvement.
7. Ensure alignment of new projects with the council's active travel strategies and political priorities.

Cross-Council Collaboration:

8. Foster strong cross-council collaboration with departments such as Climate, Transportation, Public Health, and others.
9. Facilitate meetings, working groups, and discussions with internal stakeholders to ensure the smooth integration and delivery of the cycle loan scheme.
10. Provide regular updates to senior management and relevant committees on project progress and outcomes.

Stakeholder Engagement:

11. Build and maintain relationships with a broad range of internal and external stakeholders, both statutory and non-statutory organisations, including local partners, community groups, and businesses.
12. Work closely with key partners to co-develop, design, and implement cycling and active travel programs that align with borough-wide goals.
13. Represent the council's interests in external meetings, conferences, and events related to cycling and active travel.
14. To promote and ensure a high profile and awareness is maintained of activity that promotes health improvement through community events, local media, other council department and healthcare partners.

Political Priority Alignment:

15. Ensure that the cycle loan scheme and associated projects support and progress political priorities for sustainable transport and active travel.
16. Provide strategic advice on how the scheme can contribute to wider climate, health, and transportation goals.

Program Development and Delivery:

17. Develop detailed plans for the cycle loan scheme, outlining objectives, timelines, resources, and key deliverables.
18. Work with stakeholders to design and implement specific elements of the scheme, including

infrastructure, promotion, and education programmes.

19. Operate within a set delivery budget that is set and monitored by Public Health
20. Ensure appropriate governance arrangements are in place for all projects, to ensure quality, safety and best value.
21. Seek additional funding opportunities for delivery.
22. Monitor and evaluate the impact of the cycle loan scheme, ensuring it delivers measurable outcomes aligned with council objectives.

Reporting and Documentation:

23. Attend project meetings, taking notes and managing action plans.
24. Coordinate and participate in relevant internal and external working groups and provide project advice and support where requested.
25. Prepare reports, business cases, and presentations for senior management, committees, and funding bodies.
26. Maintain accurate and comprehensive records of project progress, milestones, and outcomes.

General:

27. The post holder may be required to work outside of normal working hours from time to time in order to meet the demands of the service.
28. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
29. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection and Health and Safety policies and procedures.
30. Undertake any other duties commensurate with the general level of responsibility of this post.
31. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.

DBS Status	Basic
Politically Restricted	No

Person Specification

	<p>To be identified by: Application Form(A) Test/assessment (T) Interview (I) (Please indicate all that apply)</p>
Qualifications and Professional Membership requirements:	

<p>Knowledge (please specify all essential criteria):</p> <ul style="list-style-type: none"> • Knowledge of cycling, active travel policies, socially inclusive programmes and sustainable transport initiatives • Excellent partnership working and co-ordination skills • Proven experience of purposefully working in collaboration with other agencies and stakeholders • Experience with stakeholder consultation and community engagement. • Excellent project management skills and experience of delivering project elements within timescales supported by a senior member of the public health team . • Experience of using project management techniques to deliver both outputs and outcomes in a large organisation. • Experience of planning, delivering and evaluating health promotion and physical activity activities. • Ability to analyse data and present findings clearly. • Excellent report writing. • Experience of leading projects • Knowledge and understanding of the diverse communities of Brent and the different strategies available for working with hard to reach groups. • Excellent communication skills, including the ability to write clear and concise reports and communicate effectively with a wide range of people including other professionals, parents and carers and skills sufficient to plan, monitor, evaluate and present information or programmes. 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
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<p>Experience (please specify all essential criteria):</p> <ul style="list-style-type: none"> • Having relevant public health/sports development/cycling development experience working within or alongside local government departments, particularly in transportation, climate, or public health. • Experience in the management of administration of public health programmes. • Experience of using and developing data and management information, for commissioning, performance management and monitoring and high level decision making and report writing. • Proven experience of conducting and leading needs assessments, impact assessments and audits through the collation, analysis and interpretation of key data, information and evidence including collating and analysing information from a variety of sources. • Experience of managing competing demands, working methodically, achieving targets and responding flexibly to changing needs and priorities. • Experience of working with a range of partners, using intelligence and negotiation skills to agree and develop evidence-based and locally appropriate innovative ways of working. 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
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<p>Skills and abilities (please specify all essential criteria):</p> <ul style="list-style-type: none"> • Excellent ICT skills (Word, Excel, PowerPoint and Outlook) and the ability to use these to support and enhance work • Ability to use initiative, organise and prioritise work, meet tight deadlines and to work both independently and as part of a team. • Excellent communication skills • Good negotiation skills and able to deal with conflict • High standards of personal integrity • Orientated to achieving results • Self-motivated and innovative • Ability to cope with conflicting demands and pressures • Ability to create a range of publications e.g. reports, graphs, power point presentations, newsletters, fliers and press statements using various software, requiring adjustment and manipulation of information. <p>Personal Attributes:</p> <ul style="list-style-type: none"> • Proactive, self-motivated, and able to work independently and as part of a team. • Strong problem-solving abilities and attention to detail. • Passionate about promoting sustainable transport and active travel solutions, contributing to a key political priority while shaping the future of cycling and active travel within the borough. • Passionate for improving the health and wellbeing of the local community. Good understanding of diverse cultures. 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
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