

PLANNING AND PLACE DIRECTORATE

Infrastructure Officer

Fixed term for 3 years, full-time (37.5 hours, though part-time hours of 30/week may be considered), Band D

Purpose

To work as part of the Visitor Services Team, develop and deliver plans for the creation and maintenance of infrastructure which will help visitors enjoy the area in a way that is commensurate with the Park's status as an internationally accredited sustainable tourism destination. There will be a focus on working in partnership with others, including partner public bodies, communities and businesses, to deliver the infrastructure as part of integrated management solutions. The post-holder will lead on a development of a plan for upgrading the Speyside Way.

Responsibilities

- Lead the development of an Infrastructure Development Plan for the Park to deliver a wide range of infrastructure (including paths, active travel facilities, public toilets, enhanced campsite and campervan facilities, car park improvements, etc.) to support the management for visitors
- Secure and manage funding for infrastructure projects from public and private sources, ensuring due consideration is given to income generation, cost recovery and commercial opportunities where appropriate.
- Assist land managers, communities and businesses to develop and implement bespoke infrastructure projects to promote the management for visitors at sensitive or popular sites
- Co-ordinate specific proposals for site and facility improvements, including undertaking scoping and feasibility assessments and options leading to fully considered recommendations. Approve project bids, specifications and tenders in line with the overall budget management responsibility of the role.
- Manage delivery of projects of varying scales and complexity, using established project management techniques from project initiation to handover. This includes identification of specialist roles required at each stage and overseeing the management of contractors utilising project briefs, specifications, tender documents, contracts, procurement and compliance with relevant legal, effective governance and regulatory requirements.
- Lead the preparation of a plan for the upgrading of the Speyside Way Long Distance Route over a five year period.
- Develop and maintain a register of all CNPA owned or managed assets and advise on health and safety implications for management and maintenance of infrastructure
- Facilitate and participate in partnerships and engagement with other organisations to secure support and participation in the development and

delivery of infrastructure projects

General

- Contribute to the work of the Planning and Place Group and CNPA as a whole and ensuring compliance with financial procedures;
- Contribute to the delivery of the National Park Partnership Plan;
- To conduct other work, as necessary; all post-holders are required to be flexible with regards to their job description so that the organisation can adapt to new opportunities and priorities over time.

Person Specification

ESSENTIAL

Experience

- Wide-ranging experience in the design, project management and maintenance of infrastructure and capital projects, management procedures and contracts
- Experience of working in partnership with individuals from other organisations to develop and raise funds for programmes, identifying relevant funding opportunities, overseeing funding applications and meeting funding commitments.
- Experience of project management including managing project teams, project plans, reporting and successful track record of delivering construction projects, delivering projects through design and consenting processes to completion.
- Experience of preparing contract documents including bills of quantity and contract conditions and contract management
- Experience of securing land manager approvals and legal agreements for infrastructure works
- Experience of tendering projects and budget management across a wide range of areas of activity
- Experience of health, safety and environmental management, including CDM regulations.

Qualifications

- Educated to minimum HND level in related discipline or equivalent experience

Skills, abilities and qualities

- An excellent team-player, demonstrating experience of delivering complex and successful projects involving a range of partners; public, private and 'third sector'
- A good written and oral communicator, able to give formal and informal presentations to a wide range of audiences internally and externally, and to participate effectively in meetings
- Excellent organisational and analytical skills

Additional requirements

- Full UK driving licence or access to a driver if disability prevents driving

DESIRABLE

- Educated to HND level in civil engineering, transport engineering or equivalent
- Prince 2 Project Management certification
- Membership of a relevant professional body
- Knowledge of the Cairngorms National Park and the working of other UK National Parks and protected areas
- Knowledge and understanding of rural development and tourism sectors