

## Job Description and Person Specification

### TCF Stakeholder Manager

#### Job Description

1. The postholder will be required to:
  - a. Manage stakeholder interfaces and communications with all scheme promoters, funding agencies, delivery partners and other stakeholders.
  - b. Take the lead in preparing materials and reports that communicate progress in developing the TCF programme to elected members and other important stakeholders, and on occasions present those materials and reports to elected members.
  - c. Create and maintain a communications log, working with the TCF Project Administrator, so that all incoming and outgoing communications are logged and distributed to relevant RTT members.
  - d. Setup and maintain online tools for the management of communications, such as shared email inboxes and information sharing software (such as Slack).
  - e. Attend occasional meetings with the Heads of Transport Group as requested by the TCF Project Lead, to update on stakeholder communications.
  - f. Undertake these requirements strictly within the timescales and deadlines set out by DfT in guidance and agreed by the Project Lead.

#### Person Specification

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| <b>EDUCATION</b>  |
| Education to a degree level   |
| <b>SPECIFIC KNOWLEDGE</b>   |
| Demonstrable experience in managing stakeholder communications in a fast moving project environment   |
| Knowledge of major transport projects   |
| Knowledge of setting up and operating tools that facilitate efficient communications amongst team members often located in different places |
| Excellent relationship skills particularly within partnership working   |
| Experienced user of Microsoft Office software   |
| Flexibility   |
| Problem Solving   |