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ASSOCIATES



# **BSIP Programme Co-ordinator**

**(2 YEAR FIXED-TERM)**

**July 2025**

# Letter from Tom Main, (Integrated Transport Manager)

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Dear Candidate,

Thank you for your interest in joining **Gloucestershire County Council** as our new BSIP Programme Co-ordinator. This is an exciting opportunity to lead a high-profile programme that will shape the future of public transport across the county.

We are looking for a dynamic and experienced professional to take forward the delivery of our Bus Service Improvement Plan (BSIP). With over £8 million in funding from the Department for Transport, this programme will deliver a wide range of improvements—from enhanced bus services and infrastructure upgrades to initiatives that promote greater use of sustainable transport.

As the BSIP Programme Co-ordinator, you will be the lead officer responsible for managing the programme’s strategic direction and day-to-day delivery. You will work closely with internal teams, transport operators, and national government to ensure the programme is delivered on time, within budget, and to a high standard. Your ability to manage complex projects, engage stakeholders, and provide clear, data-driven insights will be key to your success.

This is a pivotal role within our Integrated Transport Unit, offering the chance to make a tangible difference to how people travel in Gloucestershire. If you have a strong background in programme management, public transport strategy, or local government delivery—and you’re ready to lead a transformative initiative—we’d love to hear from you.

Please take a moment to review the full job description and person specification on our careers portal. If you have any questions or would like to discuss the role further, we welcome informal enquiries.

We look forward to receiving your application and learning more about how you can help us deliver a better-connected Gloucestershire.

Warm regards,

*Tom Main*



# Job Description:

## BSIP Programme Co-ordinator

Salary: £50,800 - £52,800

2 Year Fixed-Term

### About the Job

To lead on the GCC Bus Service Improvement Plan (BSIP) programme in 2025/26. The Department for Transport has awarded GCC £8m to improve the public transport network in Gloucestershire, this will fund a series of capital and revenue investments and complements our existing budget of over £5m, this will include new and improved bus services, highway works to reduce bus service journey time, and many other schemes to promote use of the bus.

Local Government Pension Scheme:

<https://www.gloucestershire.gov.uk/council-and-democracy/pensions/>

## This is what we need you to do...

- Develop and lead the BSIP programme, as the lead officer you will be the key contact for all things BSIP-related.
- Manage the day-to-day operations required to deliver the programme with internal and external stakeholders.
- To develop the BSIP strategy alongside the programme for improvement. You will be a key part in developing the strategic direction of public transport in Gloucestershire over the next few years.
- Work closely with and manage the resources available to ensure the programme is within budget, cost effective and efficient.
- Ensure high quality procurement by working with the appropriate internal stakeholders.
- Provide regular progress updates on the programme, the audience will include officers, senior management, Members, and external stakeholders.



# This is what we need you to do...

- Lead all meetings, internal and external, that involve the BSIP programme and related projects.
- Monitor and review the performance all aspects of the programme, identifying and raising anything that presents reputational or financial risk to the Council as quickly as possible.
- Support the monthly budget forecasting process with updated and accurate financial information.
- Engage and communicate widely with internal teams and appropriate stakeholders including user groups, other public bodies, operators and suppliers as necessary to ensure the programme is robust and resilient, providing advice and guidance as appropriate and develop action plans to address any shortcomings identified.
- This is a key strategic role, and you will be required to lead the entire programme. You will be accountable for the delivery of the BSIP programme and reviewing it to ensure continuous improvement.
- Work with the Department for Transport to ensure Gloucestershire's BSIP is compliant and encompasses all aspects required by National Government. You will be a key liaison between Gloucestershire County Council and Government.
- Develop and implement ways of working to ensure that GCC effectively delivers over £8m in public transport investment

## Special Conditions

This post will require attendance at meetings offsite and visits to stakeholders.



## Monitoring and Ongoing Development of Outcomes:

As part of the annual appraisal, outcome-based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.





## PERMANENT BENEFITS

Salary:	£50,800 - £52,800
2 Year Fixed-Term	
Flexible and agile working opportunities, 3 days per week in the office, 2 days from home	
25 days annual leave rising to 30.5 days after 5 years continuous service	
37 hours per week, Monday-Friday	

## Experience

- In delivering a complex programme of works.
- Detailed knowledge of the public transport sector and a Councils' role in it.
- Competence in using a wide range of web-based technology specific to public transport (e.g. route planning software).
- In confidently engaging with customers, suppliers and stakeholders (e.g. Councillors and central government departments).
- Designing and implementing new processes and guidance for a new service or programme of works.
- In defusing challenging situations while upholding policies.
- A detailed knowledge of public sector procurement law and guidance.
- In developing and sustaining successful partnership working with other areas of the Council including engagement with their teams to deliver excellence.
- Working to tight pressurised deadlines in areas where frequent change is the "norm". These deadlines may change, the ability to re-prioritise will be essential.
- Working in the political context of local authorities, identifying issues that may gain political traction, raising them with the appropriate officer and managing any fallout.



# Knowledge, Skills and Understanding

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- Excellent data analysis and interpretation skills to devise outcomes that enhance programme and continually improve financial and operational performance
- Good IT, data and performance management skills.
- The ability to design and implement processes and guidance for a new programme.
- Excellent creativity, innovation and problem-solving skills.
- Good written and verbal communication skills with a proven ability to communicate complex information and instructions using techniques that recognise individual needs.
- Understanding of Project Management techniques.

# Behavioural Attributes

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- Comfortable working and dealing with people; a natural communicator with a diverse audience.
- Outcome-focused and committed to continuous improvement.
- Able to maintain confidentiality and exercise tact and discretion.
- Flexible and self-motivated; able to work on own initiative.
- Organised and able to meet deadlines.
- Decisive leader and collaborator.



# How To Apply:

**Panoramic Associates Ltd is acting as an employment agency to Gloucestershire County Council on this appointment.**

For a more in-depth conversation about the role please contact **Jessica Richards** (Lead Senior Consultant) or **Rashani Johnson** (Lead Principal Delivery Consultant), who is leading on the process.

We hope you will consider making an application for this fantastic opportunity. To make an application, you will need the following:

- A CV which is tailored for this role.
- Supply of details for one reference (not from current employer) that we can contact during the application process

Alternatively, you can submit your CV direct to our consultants.



**Jessica Richards**

[j.richards@panoramicassociates.co.uk](mailto:j.richards@panoramicassociates.co.uk)



**Rashani Johnson**

[r.johnson@panoramicassociates.co.uk](mailto:r.johnson@panoramicassociates.co.uk)

TIMELINE	
Launch date	10 <sup>th</sup> July 2025
Closing date	24 <sup>th</sup> July 2025
CV Review	11 <sup>th</sup> August 2025
Interview w.c	11 <sup>th</sup> August 2025