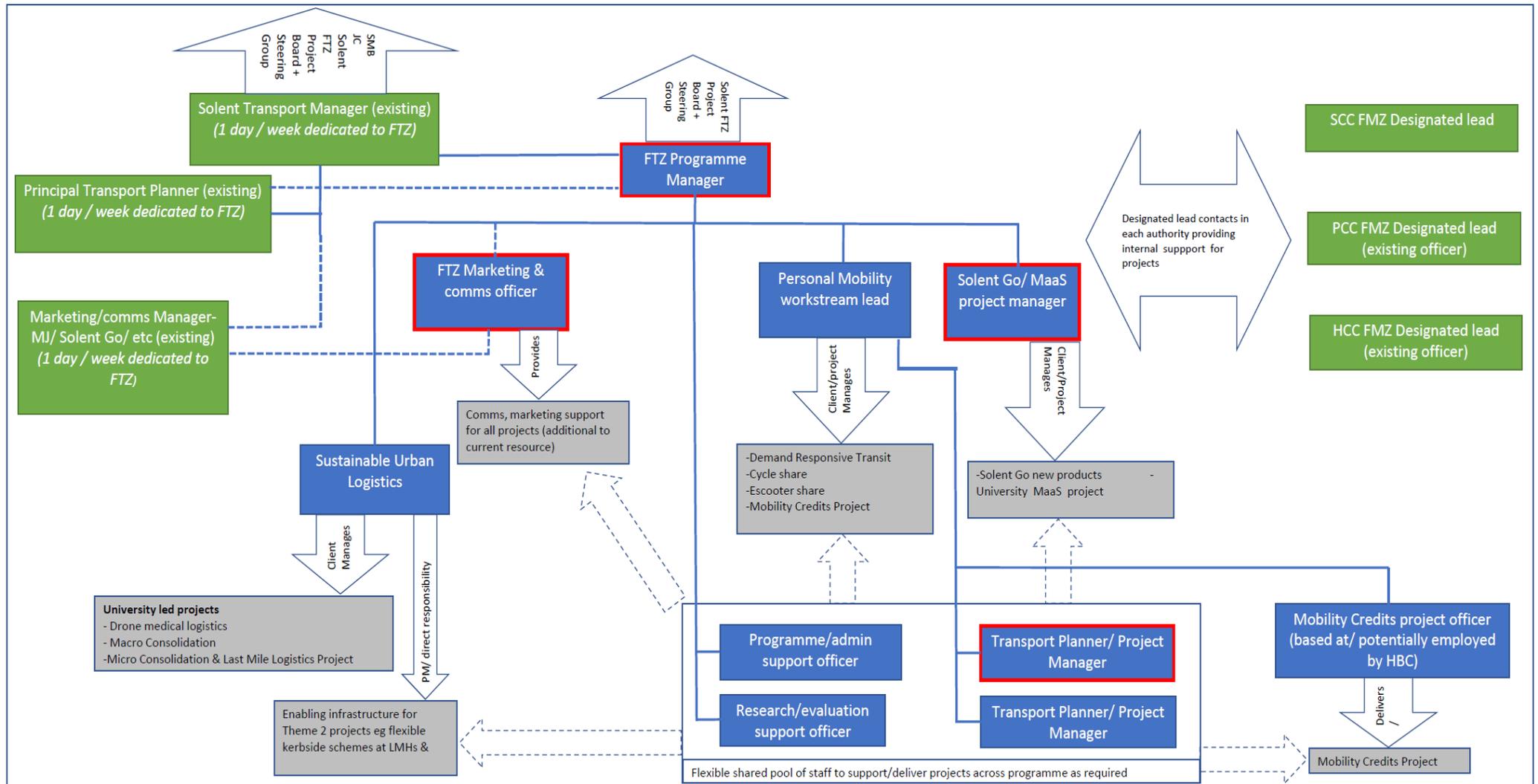


Appendix 5: Delivery Team Structure



We propose to create a dedicated project delivery team within Solent Transport to deliver the FTZ programme. The table overleaf provides basic information about the roles in the outline team organogram provided above. Boxes with red boundaries indicate priority roles requiring recruitment as soon as possible.

Dependent on potential changes to the FTZ programme eg in response to Covid-19 pandemic, details of the delivery team structure could be subject to change.

Position	Broad role/responsibilities	Employing authority	Functional manager (management of work programme etc)	Operational manager ("pay+ rations", HR, IT etc)	Post requires recruitment ASAP?
Solent FTZ programme manager x1 FTE	Overall lead/responsibility for FTZ programme. Attendance of and organisation of Programme Board & steering group. Day to day decision-making & team leadership. Equivalent grade to Solent Transport Manager.	SCC- "secondment" to Solent Transport	Solent Transport	SCC	Yes
Personal Mobility workstream lead x1 FTE	To lead on DDRT, Cycle Share, e-scooters, Mobility Credits and Liftshare projects as these projects will require local authority leadership/ delivery with support as required from Transport Planners (below) and LTA officers. Also likely to input to / interface with other personal mobility projects (ie Solent Go; MaaS).	SCC- "secondment" to Solent Transport	Solent Transport	SCC	
Solent Go/ MaaS project manager x1 FTE	To lead on Solent Go upgrades, Uni MaaS/ wider Solent Go MaaS projects (in some areas possibly in conjunction with personal mobility workstream lead), including client managing University and Consultant delivered tasks for these projects.	SCC- "secondment" to Solent Transport	Solent Transport	SCC	Yes
Sustainable Urban Logistics PM/lead x1 FTE	To lead on urban logistics theme (Drone Logistics; Macro-consolidation; Micro-consolidation) . Much of these projects will be delivered by others (primarily Universities) hence this would be primarily a client manager role. The elements to be delivered directly are the SDC elements of the Macro Consolidation project (primarily set-up of consolidation centre for Portsmouth) and implementation of flexible kerbside sensors/ booking systems to enable the Micro-consolidation trials.	SCC- "secondment" to Solent Transport	Solent Transport	SCC	
Mobility Credits project officer x1FTE	Likely to be based at and possibly employed by Havant Borough Council. Responsible for implementing many aspects "on the ground" of the Mobility Credits project. Other responsibilities will include providing a dedicated "interface" with HBC, and provision of resource/ support to HBC to implement joint aspects of this project	Havant BC	Shared HBC/ Solent Transport	Havant BC	
Marketing/comms officer x 0.7FTE	Provision of marketing & comms support for all projects. Will include running 1-2x promo campaigns per year for Solent Go and other Solent Go/ MaaS related marketing & comms activities; comms and engagement advice/ support for Mobility Credits scheme, and general marketing/comms support for the wider programme. Post would be matrix managed by existing Solent Transport comms/marketing	SCC- "secondment" to Solent Transport	Solent Transport (marketing/comms mgr)	SCC	Yes

	manager and by FMZ Programme Manager to ensure coordination with wider Solent Transport/ LTA comms to ensure coordination.				
Programme/admin support officer x1 FTE	Primarily programme support eg admin, supporting procurement work, financial monitoring & reporting, support for organising events & meetings etc. Post will require access to SCC financial management & administrative systems.	SCC	SCC/Solent Transport Shared (dedicated to FMZ support)	SCC	
Transport Planner/Project Manager - x2 FTE	A pool of dedicated flexible transport planners / project managers to provide assistance & resource to any of the FMZ projects as required. Specific tasks would be many and varied but examples include support for last mile delivery project eg finding sites, preparing TROs; working to design and procure the DRT projects; developing & procuring the cycle share scheme, etc. One of each of these posts are proposed to be embedded within the transport teams of each of PCC and SCC to enable access to respective authorities systems and FTZ project integration within each LTA	1x SCC 1x PCC	SCC/PCC but dedicated to Solent Transport and FMZ programme	1x SCC 1x PCC	Yes for 1x post to deliver E-scooter share fast track
Research, evaluation, support officer - x0.7FTE	Specialist support for research, evaluation work for projects eg data gathering & analysis, focus groups, surveys, etc; preparing regular monitoring reports back to DfT; liaison & review of University/Consultancy research inputs etc	SCC- "secondment" to Solent Transport	Solent Transport	SCC	