

NORTH SOMERSET COUNCIL JOB DESCRIPTION

DEPARTMENT	DIVISION &/OR SECTION	
Place	Highways & Transportation Sustainable Travel & Road Safety Team	
JOB TITLE	POST NO.	GRADE
Transport Planning Officer		JG5
Transport Planning Officer		JG6
Sustainable Travel & Road Safety Officer		JG7
Senior Sustainable Travel & Road Safety Officer		JM1
Principal Sustainable Travel & Road Safety Officer		JM2

1. JOB PURPOSE

These are career grade posts. Appointments made within the grades JG5-JM2 will be based on competencies, qualifications and service requirements. The posts are responsible to the Sustainable Travel and Road Safety Manager for:

- the formulation, progression, implementation and promotion of sustainable travel and road safety policies and projects, including the promotion of behavioural change;
- providing professional advice to the council in relation to sustainable travel and road safety projects;
- working closely with other service areas within the council, and with partners, to achieve an integrated approach to sustainable travel and road safety in North Somerset;
- the evaluation of sustainable travel and road safety impacts of new developments and transport improvements;
- The promotion of school travel plans and the delivery of road safety advice and practical training in schools;
- the preparation, delivery and maintenance of workplace travel plans, for the council's own staff and for other major employers; and
- the organisation and delivery of road safety advice, education, publicity and practical training to identified priority groups/locations.

Progress through the grades will be dependant on obtaining appropriate qualifications and developing further skills and competencies, and on the service team requirements and post vacancies.

2. ORGANISATIONAL CHART

Available on request

3. DIMENSIONS

The Sustainable Travel and Road Safety team comprises 8 staff, and is part of the Transportation Service which consists of approx. 75 staff. There is a further additional post being advertised, taking the team to 9 staff in total.

4. MAIN RESPONSIBILITIES

The main responsibilities listed below cover all work areas within the Sustainable Travel and Road Safety career grade. It is therefore unlikely that an individual will be expected to undertake all the main responsibilities within a particular grade - instead they will be expected to concentrate on a number of particular work areas. However, it is recognised that to progress through the career grade expertise will need to be developed in a number of other areas and individuals will be encouraged and supported to take on these additional responsibilities.

The responsibilities for grades JG5 and JG6 reflect the flexible support that these grades are expected to offer across the four main transportation service areas; development management, public transport, sustainable travel and road safety, and transport policy. An individual will be expected to provide support to teams on specific projects and in particular work areas. At grade JG7 and above, individuals will be expected to take on more specialised roles within one of the teams.

Transport Planning Officer - General (JG5)

- (a) Assist the Senior and Principal Sustainable Travel and Road Safety Officers in the preparation of the Council's Local Transport Plan [LTP] and supplementary documents.
- (b) Assist in the formulation, progression, implementation and promotion of sustainable travel and road safety policies and projects, including the promotion of behavioural change;
- (c) Assist in organising, directing and delivering sustainable travel and road safety advice, education, publicity and training to identified priority groups/locations.
- (d) Assist in answering enquiries relating to sustainable travel and road safety matters and to ensure that effective and up to date advice is given at all times.
- (e) Assist in the preparation and promotion of sustainable travel and road safety information for a variety of media and assist in the ordering and distribution/delivery of publicity material.
- (f) Support Schools, businesses, partners, community groups and members of the public in sustainable travel and road safety initiatives.
- (g) Assist in organising, directing and supervising survey staff carrying out transport survey and monitoring responsibilities.
- (h) Maintain and develop transport counting/monitoring equipment.
- (i) To be aware of and understand the Council's Comprehensive Equality Policy and Race Equality Scheme, and ensure at all times that the duties of the post are carried out in accordance with the policy.
- (j) Ensure compliance with all Health and Safety legislation and associated codes of practice and Council policies (especially when working on or adjacent to highways and railways).
- (k) To undertake any other duties commensurate with the grade of the post.

Transport Planning Officer - General (JG6)

Duties (a) to (k) listed above plus:

- (l) Provide and present information and advice to the Council on Government transport policies, legislation, circulars and other transport initiatives to inform decision making.
- (m) Provide analytical input, supporting information and technical justification for the Council's transport policies.
- (n) Assist with policy advice on development and other proposals, environmental assessments and planning applications.
- (o) Seek out opportunities for the effective implementation of policy through development proposals and the development control process.
- (p) Undertake small projects with limited supervision.

Sustainable Travel and Road Safety Officer (JG7)

Duties (a) to (p) listed above plus:

- (q) Provide policy advice, analytical input, supporting information and technical justification, in relation to sustainable travel and road safety, for the Council's transport policies and proposals for inclusion in Transport Strategies, Local Plan documents and development briefs
- (r) Organise and deliver sustainable travel and road safety advice, education, publicity and training to identified priority groups/locations.
- (s) Undertake training of volunteers and risk assessments for the training of volunteers to support sustainable travel and road safety projects.
- (t) Assist in the development and application of computer based transportation models and web based self service portals.
- (u) Initiate, develop, publish and keep under review the Local Transport Plan policies and related strategy documents, in order to meet the Council's sustainable development objectives.
- (v) Assist in the preparation of reports for the Executive Member, Executive, Scrutiny and Area Committees.
- (w) Prepare background research and information and assist in the preparation of evidence at Local Plan and Planning Inquires so that the Council's transport policies are adequately explained and defended, including occasional attendance at Planning Public Inquiries.
- (x) Analyse and participate in the preparation of Local Plan policies to further the Council's objectives and initiate other environmental projects.
- (y) Undertake or project manage medium-sized projects/ budgets with limited supervision.

Senior Sustainable Travel and Road Safety Officer (JM1)

Duties (a) to (y) listed above plus:

- (z) Develop and deliver sustainable travel and road safety policies and projects to promote behavioural change, including the Council's Green Travel Initiatives.
- (aa) Manage the development, delivery and on-going maintenance of sustainable travel and road safety web based self service portals
- (bb) Provide professional advice and ensure an integrated approach to sustainable travel and road safety, with other service areas of the council and with partners
- (cc) Develop multi-agency working and identify priority work areas based on analysis of data and the Sustainable Travel & Road Safety Plan, including working with representatives of specific groups and at specific locations.
- (dd) Prepare and present information for public consultation and evidence for Public Inquiries.

- (ee) Formulate, participate in and organise consultation activities with the public and other organisations to ensure that they have an input into policy formulation and projects.
- (ff) Seek out opportunities for new resources to fund projects.
- (gg) Initiate, develop and publish Guidance Notes and Supplementary Planning Guidance in order to link transport and planning policy and to assist in the determination of planning applications with specific reference to the promotion of a high standard of development.
- (hh) Arrange and promote publicity material for projects and schemes completed by the council or its partners. This will include the use of illustrated material, press releases and verbal presentations.
- (ii) Prepare reports for the Executive Member, Executive, Scrutiny and Area Committees.
- (jj) Undertake or project manage large projects/ budgets with limited supervision.

Principal Sustainable Travel and Road Safety Officer (JM2)

Duties (a) to (jj) listed above plus:

- (kk) Undertake the preparation of the Sustainable Travel and Road Safety sections of the Council's Local Transport Plan [LTP] and supplementary documents and ensure these are updated as necessary.
- (ll) Undertake extensive project work leading multi disciplinary teams and interact effectively with partners, stakeholders and other interested parties to a senior level.
- (mm) Produce detailed project briefs, assess proposals, and direct and monitor the work of consultants to ensure study aims are achieved on time and to budget.
- (nn) Direct and manage staff from within or outside the team in delivering or carrying out sustainable travel and road safety projects and training to identified target/priority groups or areas, and in assessing and monitoring their effectiveness.
- (oo) Specify, organise, direct and analyse transportation studies and surveys for use in the preparation of travel plans.
- (pp) Prepare reports for Full Council.
- (qq) Direct consultants and staff and also project manage major projects or budgets.

5. WORK CONTROL, SUPERVISION AND WORK PLANNING

Transport Planning Officer - General (JG5)

At JG5 the role requires practical support or advisory service to service users within frameworks or assessments from other professionals, using specialist knowledge that will be acquired through practical experience or vocational qualifications. Roles at this level may work unsupervised much of the time, but within defined procedures and with readily available advice from managers.

Transport Planning Officer - General (JG6)

At JG6 the role requires that a number of diverse specialist or technical activities are undertaken within a service function using skills that would have been gained through formal qualifications and/or considerable relevant work experience. Roles at this level are expected to work unsupervised for much of the time, accessing and assessing information independently.

Sustainable Travel and Road Safety Officer (JG7)

Roles at JG7 are expected to undertake specialist or technical assessments/ activities and make decisions based on these assessments within a service function using skills that would have been gained through professional qualifications and/or practical work experience. Roles at this level are entry level for newly qualified professionals or those with significant work experience who are responsible for creating appropriate work plans/ programmes for self and others. Roles at this level can be involved in supervising/managing the work of others within an overall management framework.

Senior Sustainable Travel and Road Safety Officer (JM1)

Roles at JM1 are expected to undertake specialist or technical assessments/ activities and make decisions within a service function using skills that would have usually been gained through academic or professional qualification and practical experience. Typically roles at this level deliver a specific service, are part of a collaborative team responsible for professional activities within an overall service and contribute to specific service developments. Roles at this level will often be involved in supervising/managing the work of others or their professional development within an overall management framework. They may also have responsibility for managing part of the teams budget.

Principal Sustainable Travel and Road Safety Officer (JM2)

Roles at JM2 are required to have specific post qualification experience to deliver specific work streams, provide technical advice and guidance to others (including other professionals) involved in specific service delivery and will have responsibility for managing resources within a team (budget and people).

6. SCOPE FOR IMPACT

The post holder will be able to influence the Council, outside organisations and the public on future policy, projects, behaviour and development and how these can be planned to achieve the Council's sustainable objectives

7. CONTACTS

The post holder will liaise with staff from all Council Directorates, Elected Members, members of the public and external organisations.

Attendance at public meetings outside normal office hours as a representative of the Council will be required.

8. QUALIFICATIONS AND EXPERIENCE

(Please see the attached person specification – the qualifications and experience listed below is the minimum expected)

- a) Educated to degree or equivalent standard in engineering, transportation, planning, education or other related subject.
- b) A proven ability to communicate both verbally and in writing on technical and general matters using plain English.
- c) Experience of the application of Microsoft Office packages, including word processing, spreadsheets and databases and an ability to learn new systems.

- d) In very exceptional circumstances directly relevant experience may be accepted as an alternative to the minimum qualification requirement at the discretion of the Director of Development and Environment

8. GENERAL

This job description only contains the main responsibilities relating to this post and does not describe in detail all the duties required to carry them out.

9. SPECIAL NOTES OR CONDITIONS

Some roles within the Transportation Service require the use of a car (to travel to inaccessible locations), for the post holder to be physically fit (for working on/adjacent to the highway) and occasional working on-site out of normal office hours.

Some duties within the Sustainable Travel and Road Safety Team, specifically those involving working with children and/or vulnerable adults, will require officers to undergo an enhanced DBS check.

To be aware of and understand the council's Equality Scheme and ensure at all times that the duties of the post are carried out in accordance with the policy.

NORTH SOMERSET COUNCIL

PERSON SPECIFICATION

DIRECTORATE Place SECTION Sustainable Travel & Road Safety
POST TITLE Career Grade Transport Policy Officer (JG5-JM2) POST REFERENCE TBC

The qualifications and skills requirements are cumulative i.e. in meeting the requirements of a specific grade, the post holder will also need to meet the requirements of all the grades up to that grade.

ASSESSMENT CRITERIA	ESSENTIAL	DESIRABLE
<u>QUALIFICATIONS</u>	JG5/JG6/JG7/JM1/JM2 <ul style="list-style-type: none">• Educated to degree or equivalent standard in engineering, transportation, planning, education or other related subject.• In very exceptional circumstances directly relevant experience may be accepted as an alternative to the minimum qualification requirement at the discretion of the Director of Development and Environment.	JM1/JM2 <ul style="list-style-type: none">• Relevant vocational qualifications.• Membership of relevant professional body.

ASSESSMENT CRITERIA	ESSENTIAL
<p><u>WORK RELATED EXPERIENCE AND ASSOCIATED VOCATIONAL TRAINING</u></p>	<p>JG5 Officer Practical work experience or qualifications to give a thorough understanding of the processes and practices required to deliver the service.</p> <p>JG6 Officer Significant practical experience of working with service user groups giving rise to a variety of technical skills and sound understanding of the services available, work practices and processes relevant to the role.</p> <p>JG7 Officer/JM1 Senior Officer Extensive practical experience of working within the service area, giving rise to a variety of technical skills and sound understanding of the standards, legal responsibilities, work practices and processes relevant to the role.</p> <p>JM2 Principal Officer Extensive practical experience of working within the service giving rise to a variety of technical skills and thorough understanding of the principles of the services available, work practices and processes.</p>
<p><u>OTHER RELEVANT EXPERIENCE</u></p>	

ASSESSMENT CRITERIA	ESSENTIAL
<p><u>SPECIALIST KNOWLEDGE</u></p>	<p>JG5 Officer</p> <ul style="list-style-type: none"> • Familiarity with Local Transport Plan requirements. • Knowledge of statistical techniques. • Knowledge of technical standards, safe working practice and legislation for service areas. <p>JG6 Officer</p> <ul style="list-style-type: none"> • Knowledge and understanding of technical standards, safe working practices and legislation for service area. <p>To have direct experience/competence in TWO or more of the following specialisms:</p> <ul style="list-style-type: none"> • Preparation of LTP & associated documents • Project and/or contract management • Data collection and reporting • Sustainable travel practice and principles • Road safety practice and principles • Use of GIS <p>JG7 Officer</p> <ul style="list-style-type: none"> • Knowledge and understanding of principles and practice of sustainable travel and road safety, including technical standards and legislation. • An understanding of the LTP process, including its formulation and reporting, is essential. • Knowledge of project and/or contract management. <p>To have considerable experience/ competence in ONE or more of the following specialisms:</p> <ul style="list-style-type: none"> • Data collection and reporting • Strategic Policy formulation – including familiarity with local and national policy. • Developing schemes to promote sustainable travel • Use of GIS

ASSESSMENT CRITERIA	ESSENTIAL
<p><u>SPECIALIST KNOWLEDGE</u></p>	<p>JM1 Senior Officer</p> <ul style="list-style-type: none"> • Knowledge and experience of project management principles and practice. • Knowledge and experience of contract management. • Knowledge and understanding of technical standards, safe working practice and legislation for service areas. <p>Substantial experience/ competence in TWO or more of the following specialisms:</p> <ul style="list-style-type: none"> • Providing and managing research and information, including knowledge of data sources (or modes), survey techniques and statistical analysis • Strategic policy formulation, including familiarity with local and national policy • Development, delivery and monitoring of a variety of travel plans and related promotional activities • Identification, development, delivery and monitoring of a programme of road safety ETP campaigns and activities • Familiarity with highway design standards, road safety engineering, and traffic management • Public (including rail) and community transport services • Development of schemes to facilitate and promote sustainable travel • Cycling infrastructure and promotion • Use of GIS <p>JM2 Principal Officer</p> <ul style="list-style-type: none"> • Experience to give an in-depth level of knowledge necessary to undertake the most complex projects. • Significant experience of working with the most complex and challenging areas of the service. • A comprehensive knowledge of legislation and professional codes of practice for the service area. • Be able to take a leading role in the development of planning and policy documents (including a familiarity with national policy).

ASSESSMENT CRITERIA	ESSENTIAL
<p><u>SPECIALIST KNOWLEDGE</u></p>	<p>To show substantial experience/ competence in THREE or more of the following specialisms:</p> <ul style="list-style-type: none"> • Providing and managing research and information, including knowledge of data sources (or modes), survey techniques and statistical analysis • Strategic policy formulation, including familiarity with local and national policy • Development, delivery and monitoring of a variety of travel plans and related promotional activities • Identification, development, delivery and monitoring of a programme of road safety ETP campaigns and activities • Familiarity with highway design standards, road safety engineering and traffic management • Public transport (including rail) and community transport services • Development of schemes to facilitate and promote sustainable travel • Cycling infrastructure and promotional • Use of GIS
<p><u>JOB-RELATED SKILLS</u></p>	<p>JG5 Officer</p> <ul style="list-style-type: none"> • Ability to use Microsoft Office packages, including word processing, spreadsheets and databases and an ability to learn new systems. • Ability to use maps and plans. • Ability to work with contractors and engage with the general public. • Ability to communicate effectively in person, verbally and in writing. <p>JG6 Officer</p> <ul style="list-style-type: none"> • Ability to make analytical reasoning and recommendations about particular areas of work. • Ability to present evidence clearly and confidently. • Ability to engage with customers and contractors within the relevant codes of practice.

ASSESSMENT CRITERIA	ESSENTIAL
<p><u>JOB-RELATED SKILLS</u></p>	<p>JG7 Officer</p> <ul style="list-style-type: none"> • Ability to analyse designated areas of work and make recommendations to improve them. • Ability to prepare and present evidence clearly and confidently. • Ability of working with consultants and/or supervising the work of others within the same work field. <p>JM1 Senior Officer</p> <ul style="list-style-type: none"> • Ability to analyse designated areas of work and make decisions to improve them. <p>JM2 Principal Officer</p> <ul style="list-style-type: none"> • Ability to collect and collate evidence and present findings to public inquiries as the acknowledged subject expert. • Understanding of financial constraints and monitoring budgets.
<p><u>PERSONAL SKILLS/ COMPETENCIES</u></p>	<p><u>JG5 Officer</u></p> <ul style="list-style-type: none"> • Team working – cooperation and flexibility, follows principles of integrated working, actively shares information and best practice. • Service User/Outcome focused – achievement of results/targets through appropriate interventions/activities etc. • Problem solving and judgement – makes links between identified potential issues and possible solutions, seeks advice from others, application of technical knowledge to problems. • Planning & Organising – Prioritises work, organising work for self to meet agreed deadlines. • Business Awareness – demonstrates an understanding of what it takes to be successful within own work area and the contribution of the role to the area of work. <p><u>JG6 Officer</u></p> <ul style="list-style-type: none"> • Team working – cooperation and flexibility, follows principles of integrated working, sharing best practice and information to develop self and others. • Service User/Outcome focused – achievement of results through appropriate decision making, delivery of project and policy areas.

ASSESSMENT CRITERIA	ESSENTIAL
<p><u>PERSONAL SKILLS/ COMPETENCIES</u></p>	<ul style="list-style-type: none"> • Problem solving and judgement – develops solutions, makes links between identified potential issues and possible solutions, and makes decision within guidelines. • Planning & Organising – Prioritises work, organising work and others to avoid or minimises peaks or troughs. • Business Awareness – understands the role of others in relation to the impact of own role and recognises how decisions made in other areas can impact on thier’s. <p><u>JG7 Officer</u></p> <ul style="list-style-type: none"> • Team working – cooperation and flexibility, sharing best practice to develop self and others. • Service users/Outcome focused – delivery of service, achievement of results through appropriate decision making, evidenced based reports, improvement of technical standards. • Problem solving and judgement – develops solutions, makes links between identified potential issues and possible solutions. • Planning & Organising – Prioritises work, organising work and others. • Business Awareness – understands the role of others in relation to the impact of own role and recognises how decisions made in other areas can impact on thier’s. <p><u>JM1 Senior Officer</u></p> <ul style="list-style-type: none"> • Team working – cooperation and flexibility, is able to give and receive constructive criticism and solicits ideas from others. • Service User/Outcome focused – achievement of results through appropriate decision making, evidence based analysis and reports, etc. • Problem solving and judgement – develops solutions, makes links between potential issues and possible solutions, and is confident in making decisions within guidelines. • Planning & Organising – prioritises work, organising work for self and others to agreed deadlines • Business Awareness – understands the contribution the role makes to the service and organisation as a whole and recognises how the actions of others impact on own role. • Leadership Standards – demonstrates the behaviours set out in the council’s leadership standards.

ASSESSMENT CRITERIA	ESSENTIAL
<p><u>PERSONAL SKILLS/COMPETENCIES</u></p>	<p><u>JM2 Principal Officer</u></p> <ul style="list-style-type: none"> • Team working – Assists team members through mentoring and longer term assistance, encourages and empowers others, role model for others. • Service User /Outcome focused – sets challenging goals for self and others and identifies opportunities and barriers and deal with them to achieve service delivery. • Problem solving and judgement – facilitates others to solve problems, breaks down complex issues into manageable parts and thinks through the implications of decisions. • Planning & Organising – Prioritises and organising work for self and others, makes plans to meet the longer term requirements of the service. • Business Awareness – Understands the contribution the role makes to the service and organisation as a whole, thinks outside own area to appreciate the aims of other services. • Leadership Standards – demonstrates the behaviours set out in the council’s leadership standards.
<p><u>SPECIAL WORKING CONDITIONS</u></p>	<ul style="list-style-type: none"> • Some out of hours working will be required for all posts. • For most roles within the team a driving licence is not required though it is desirable. However, for a small number of roles a driving licence and access to a car is required (to travel to inaccessible locations). For these roles you should also be physically fit (for working on/adjacent to the highway) and occasional working on-site out of normal office hours. • Some duties within the Sustainable Travel and Road Safety Team, specifically those involving working with children and/or vulnerable adults, will require officers to undergo an enhanced DBS check. • To be able to demonstrate a working knowledge of equal opportunities principles and a commitment to working in line with the council’s Equality and Diversity Policies