Connectivity Project Support Officer (Active Travel)   
Grade 9

Our Vision

We have a clear vision for Staffordshire - an innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy

Our Outcomes

Everyone in Staffordshire will:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

**About the service**

**Connected and Sustainable County – Economy, Infrastructure & Skills Directorate**

To improve the County's economic prosperity by making Staffordshire a place where people can easily and safely access everyday facilities and activities through the highways and transport networks.

This will be accomplished by;

* Ensuring highway and transport strategies and programmes support economic prosperity
* Supporting and enhancing connectivity and equality of access in order that our transport activities contribute to the health and quality of life in our communities
* Maintaining and improving safety on our transport networks

**The Connected and Sustainable County Service comprises of three teams;**

Connectivity Strategy

Future Connectivity

Connectivity Operations

**Connectivity Strategy**

The Connectivity Strategy Team develops Staffordshire’s transport policy documents and provides expert advice to shape the connectivity strategy and ensure that the Infrastructure Development Plans associated with the Local Plans (produced by the eight district/borough councils) are fit for purpose. It also offers an in-house transport consultancy service, preparing assessments in support of the County Council’s development projects.

The team responds to developing national transport policies and takes a lead role in developing funding bids when transport funding streams become available

**Future Connectivity**

The work of this team centers on activities that support Staffordshire Connectivity Strategy. This support can come in a number of forms but principally it provides a) financial assistance for bus travel in the form of managing and administering the older person and disabled concessionary scheme b) provision and management appropriate public transport infrastructure, c) provision and management of public transport information and d) support for sustainable travel activities across Staffordshire.

**Connectivity Operations**

The Connectivity Operations team is responsible for procuring transport journeys not possible by the network of commercially operated services. These activities are currently being reviewed as part of the holistic transport review.

Procurement activity is split between three main areas; a) mainstream home to school transport, b) Special Educational Needs (SEN) transport and c) the provision of public services which are not provided commercially but are considered necessary on the grounds of social need.

The team also has close links with staff in the Children and Families Directorate and Health and Care Directorate and procures some, but not all, of the transport required for vulnerable adults and children. The team works with and supports community/voluntary transport providers.

Reporting Relationships

Responsible to: Connectivity Project Officer

Responsible for:

* Connectivity Active Travel Trainer
* Volunteer Ride/Walk Leaders

Key Accountabilities:

1. To support the Connectivity Project Officer with the overall planning, co-ordination and execution of work relating to connectivity support, including concessions, public transport information, public transport infrastructure, schemes to promote connectivity and sustainable travel initiatives.
2. Responsible for the day to day, management, facilitation, delivery, and training of walking and cycling activities to members of the public to increase active travel and improve health.
3. Responsibility for and day to day management, maintenance, security, and accessibility of all equipment relating to the delivery of walking and cycling activities, including the vehicle and trailers.
4. Ensure the safe delivery of cycle rides/training and led walks at venues across the county by identifying routes, providing directions, and undertaking risk assessments for each activity.
5. To support successful project delivery by ensuring all activities are evaluated and appraised through a range of methods and to time and budget, as directed by the Connectivity Project Officer.
6. To manage, coach and mentor the employees/volunteers under the postholder’s responsibility to ensure project output delivery and high performance of the team.
7. To maintain good relations and liaise with operators, partners and colleagues within County Council services and all external bodies and respond to the inquiries from Members and internal and external stakeholders in relation to allocated projects.
8. Support project planning and effective delivery by preparing reports and managing the maintenance of electronic databases, including GIS.
9. To participate in public consultation and liaison exercises/meetings to gather intelligence/information to inform future connectivity projects and strategy.
10. Prepare contract documents to support the delivery of projects in relation to the commissioning of activities in the connectivity support team.
11. Ensure that statutory requirement, national policy, and models communicated and applied throughout the team.
12. Support the uptake of projects, by engaging with health professionals and external partners to encourage participation of services available to the public.
13. Promote and encourage active travel by sharing project outcomes on social media/webpages and as part of wider behaviour change campaigns.
14. To undertake such other professional duties as may be allocated from time to time in accordance with the grading of the post.
15. It will be necessary on occasions for the post holder to work outside of normal office hours.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

|  |  |  |
| --- | --- | --- |
| **Minimum Criteria for Disability Confident**  **Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * Education to degree standard or equivalent qualification or relevant experience * National Standard Cycle Training Instructor – or willing to undertake training * Walk Leader qualification – or willing to undertake training | A  A/I  A/I |
| **employer_small** | **Knowledge and Experience**   * Experience working within coaching, training or volunteer organisation, engaging directly with clients * Knowledge and understanding of the health benefits of physical activity * Experience of working with contractors and diverse public and private sector representatives * Experience of project development, delivery, and management * Experience of working in partnership with internal and external bodies * Experience of participating in multi-disciplinary teams * Experience of working to time and budgetary constraints * Demonstrable knowledge of sustainable transport issues * Demonstrate ability to act on own initiative | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
| **employer_small** | **Skills**   * Effective written and verbal communication skills * Political awareness * Ability to present to a wide and diverse audience * Representational, persuasive, and negotiating skills * Ability to manage people and customer expectations * Confident, calm and solution focused * Sensitive and empathetic * Ability to work both alone and as a team member * Full, clean driving license and ability to travel around the County, reasonable adjustments will be considered for disabled applicants) | A/I/T |

This post is subject to a full DBS disclosure.

This post is designated as an essential TBC car user.

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Shared Services on 01905 947446**

**Shared Services on 01905 947446**