

# Transport Strategy Assistant

## Grade 7

### **Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

### **Our Outcomes**

We want everyone in Staffordshire to:

- 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 the people of Staffordshire
- 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**

#### **Directorate Purpose and Values**

Staffordshire County Council is one of the largest local authorities in the UK with an ambitious vision for Staffordshire and its people. Achievement of that vision will be underpinned by the support of the county council's Economy, Infrastructure and Skills directorate (EIS). The vision for EIS is to help Staffordshire's economy grow, so that everyone has the opportunity of a good job and good prospects in a beautiful, safe, accessible, vibrant, cultural, prosperous, business friendly and sustainable county.

## **Service Purpose**

The Connectivity Strategy Team develops Staffordshire's transport strategy and policy documents and provides transport planning advice to the Council and other organisations, including local planning authorities. The team takes a lead role in developing transport funding bids and the formulation of the Council's transport capital programme.

The Local Bus and Community Transport Team is responsible for procuring transport journeys not possible by the network of commercially operated services and the maintenance and improvement of associated bus stop infrastructure. The role assists in the planning and design of passenger transport networks throughout Staffordshire.

## **Reporting Relationships**

**Responsible to:** Principal Transport Strategy Officers, with additional reporting to Senior Transport Strategy Officers as required to deliver specific projects and work-streams or the Senior Transport Coordinator in the Local Bus and Community Transport Team.

## **Key Accountabilities**

- 1.** Assisting in the production of the Local Transport Plan and other area and topic-based transport strategies by researching, collating and summarising relevant material, data and information to inform policy.
- 2.** Assisting in the preparation of transport funding bids by collating and summarising relevant material, data and information to support the financial business case.
- 3.** Analysis of transport data and the preparation of reports including trend analysis and data limitations to inform projects being delivered by the team.
- 4.** Application of and provide advice on GIS analysis techniques and other accessibility planning software to inform projects being delivered by the team
- 5.** Develop and produce plans, graphics and text to be included in reports, the Local Transport Plan, other area and topic-based transport strategies and bidding documents.
- 6.** Responding to general and less complex transport planning related correspondence, in line with the Council's policy position on transport.

- 7.** Liaison with other internal Council officers and other organisations relating to the material, data and information required for projects being delivered by the team.
- 8.** Maintaining oversight of transport policy at a local, regional and national level to inform the Council's transport policies and strategies.
- 9.** Undertake such other duties as may be allocated from time to time in accordance with the general nature and grading of the post

## **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

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<b>Qualifications/Professional membership</b> <ul style="list-style-type: none"> <li>A levels or BTEC Level 3 qualifications in a relevant discipline or experience in a transport planning environment</li> </ul>	A
  	<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>Experience in the analysis and interpretation of data</li> <li>Demonstrable IT experience and utilizing software packages effectively (i.e Microsoft)</li> <li>An understanding of GIS analysis techniques</li> <li>Ability to work with minimum supervision and manage own work programme</li> <li>Experience participating in multi-disciplinary teams</li> <li>A general knowledge of the role of local authorities in delivering transport projects</li> </ul>	A/I A/I  A/I A/I  A/I A/I
 	<b>Skills</b> <ul style="list-style-type: none"> <li>Ability to assimilate, disseminate, communicate and present complex information</li> <li>Effective organisational skills, able to meet deadlines</li> <li>Committed to the delivery of excellent public services</li> <li>Commitment to continued personal development</li> <li>A flexible approach, responding to the changing needs of the service</li> <li>Effective written and verbal communication skills</li> </ul>	A/I  A/I A/I A/I A/I  A/I

**This post is designated a casual car user**



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**