

## Job title Transport Strategy Support officer

### Grade G8

### **Our Vision**

A county where big ambitions, great connections and greener living give everyone 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
- Be healthier and more independent for longer
- Feel safer, happier and more supported in their community

### **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**

### **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.

### **Reporting Relationships**

**Responsible to:** Principal Transport Strategy Officer, with additional reporting to Senior Transport Strategy Officers as required to deliver specific projects and work-streams.

### **Key Accountabilities**

- 1.** Inputting into the production of the Local Transport Plan and other area and topic-based transport strategies by researching, gathering and interpreting and summarising relevant material, data and information to inform policy.
- 2.** Providing transport planning advice and support to the Council and other organisations, including local planning authorities in the development of their Local Plans and other planning functions.
- 3.** inputting into the preparation of transport funding bids by gathering, interpreting and summarising relevant material, data and information to support the financial business case.
- 4.** Assisting in the managing of less complex transport projects that contribute to the delivery of the Local Transport Plan, ensuring projects meet the required outcomes and deadlines.
- 5.** Application and advice of GIS analysis techniques and other accessibility planning software to inform projects being delivered by the team.
- 6.** Analysis of transport and GIS data and the preparation of reports including trend analysis and data limitations to inform projects being delivered by the team.
- 7.** Preparation of data for monitoring and evaluation report to identify whether outputs and outcomes of transport projects are being achieved.

8. Responding to less complex transport planning related correspondence, in line with the Council's policy position on transport.
9. Liaison with other internal Council officers and other organisations relating to the material, data and information and present findings to relevant audiences.
10. Maintaining strong oversight of transport policy at a local, regional and national level to inform the Council's transport policies and strategies.
11. 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.

## 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>Education to degree standard or</li> <li>A levels / BTEC Level 3 qualifications in a relevant discipline and experience in a transport planning environment</li> </ul>	A/I
    	<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>Demonstrable experience and application of knowledge in supporting development of transport strategies</li> <li>Understanding of transport strategies and the Local Transport Plan</li> <li>Experience in the application of analytical transport planning/GIS analysis techniques</li> <li>Experience in the analysis and interpretation of data</li> <li>Understanding of the Local Plan process</li> <li>Understanding of the role of Local Government</li> <li>Experience participating in multi-disciplinary teams</li> <li>Ability to work with minimum supervision and manage own work programme</li> </ul>	A/I  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>Ability to think logically and to make rational decisions based on evidence</li> <li>Effective organisational skills, with ability to meet deadlines</li> <li>Effective communication skills</li> <li>Interpersonal skills to be able to manage internal and external working relationships</li> <li>Demonstrable IT experience and utilizing software packages effectively (i.e Microsoft)</li> <li>Commitment to continued professional development</li> <li>Committed to the delivery of excellent public services</li> </ul>	A/I  A/I  A/I A/I A/I A/I A/I

	<ul style="list-style-type: none"> <li>A flexible approach, responding to the changing needs of the service</li> </ul>	A/I
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### 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**