

Transport Strategy Assistant

Grade G7

About the Service

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 Officers, with additional reporting to Senior Transport Strategy Officers as required to deliver specific projects and work-streams.

Responsible for: N/A

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

Person Specification

Qualifications/Professional membership

- A levels or BTEC Level 3 qualifications in a relevant discipline or experience in a transport planning environment

Knowledge and Experience

- Experience in the analysis and interpretation of data
- Demonstrable IT experience and utilizing software packages effectively (i.e Microsoft)
- An understanding of GIS analysis techniques
- Ability to work with minimum supervision and manage own work programme
- Experience participating in multi-disciplinary teams
- A general knowledge of the role of local authorities in delivering transport projects

Skills

- Ability to assimilate, disseminate, communicate and present complex information
- Effective organisational skills, able to meet deadlines
- Committed to the delivery of excellent public services
- Commitment to continued personal development
- A flexible approach, responding to the changing needs of the service
- Effective written and verbal communication skills

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