

AMBITIOUS

CREATIVE

COLLABORATIVE

SUPPORTIVE

JOB DESCRIPTION

JOB TITLE:	Transport Officer
MANAGED BY:	Principal Transport Officer
GRADE:	8

BACKGROUND

Employer: The West of England Combined Authority

The West of England Combined Authority is acting as the employer, on behalf of the Western Gateway sub-National Transport Body (STB). This is a three-year fixed term position as it is funding dependent. The Western Gateway Sub-national Transport Body is formed by an alliance of eight Local Authorities and one Combined Authority that have committed to work together to drive innovation, facilitate the transition to a decarbonised transport system, maximise economic growth and improve industrial productivity by strengthening travel connections to local, national and international markets.

The role of the Western Gateway STB is to set the Strategic Transport Plan for the region, provide leadership on strategic transport matters and present our collective priorities for greater investment in transport in the Gateway area to government, by providing a single, unified voice for the region. This will be underpinned by the production of a regional evidence base that informs our long-term Strategic Transport Plan.

The Gateway area is home to over 3 million people and is set for a step-change in prosperity and productivity through an ambitious growth agenda over the next 20 years delivering 300,000 new homes and over 190,000 new jobs, as well as having a world class environment. It is both a highly desirable destination as well as a facilitator of movement through nationally significant travel corridors.

The Gateway area links England's South Coast to the Midlands, London and the South East to South Wales and the South West Peninsula to the rest of the UK.

PURPOSE OF THE JOB

To support the development and implementation of the West of England Combined Authority's Transport Vision and Joint Local Transport Plan, Integrated Transport Authority functions and its role as Transport Authority for the Region and to provide professional advice on transport and related environment issues.

KEY RESPONSIBILITIES

- To assist the Head of Transport Strategy in preparing, implementing and monitoring the Joint Local Transport Plan and its policies, and associated transport related strategies for the West of England region, including decarbonising the transport network.
- To assist in managing, delivering and monitoring the West of England Combined Authority's functions as Transport Authority for the Region and the Integrated Transport Authority functions including concessionary travel, bus information, community transport and supported bus services.
- To assist in the implementation of walking, cycling, bus and rail schemes being delivered under the City Region Sustainable Transport Settlement and under the regional transport strategy.
- • To help co-ordinate the transport input into the development of the spatial planning approach for the region and other supporting region-wide plans, strategies, and documents such as Supplementary Planning Documents, Development Briefs and Design Guidance.
- To work with the constituent councils and wider stakeholders in the development of strategies for specific areas or transport modes affecting the West of England region, such as the appraisal of bus operating frameworks, assessment of Clean Air Zones and operation of a Key Route Network.
- To utilise professional and management skills to ensure that the Combined Authority's own transport policies move towards greater sustainability and support climate challenges.
- To prepare reports and presentations for Committees and other public meetings.
- To ensure that there is participation by stakeholders, community interest groups and others in the development, review and implementation of the West of England Combined Authority's strategies, policies and schemes.
- To procure and manage technical input and expertise in the commissioning of consultancy work for transport policies and projects.
- • To assist in any other areas of comparable work as may be required by the Head of Transport because of workloads and priorities.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Degree level or equivalent in engineering, transport or environmental sciences (e.g. Transport Planning, Geography, Environmental Studies/Science).
- Understanding of transport, highway and environmental issues affecting the operation of a regional transport network
- Understanding of key local government politics, political structures and culture related to the role.

Experience

- Demonstrable experience of contributing to key transport strategy documents such as Local Transport Plans and Bus Strategies.
- Extensive understanding of transport and highways legislation, regulations, national policies and professional best practice.
- Experience of working with urban, rural, sustainable and public transport issues
- Experience of working with budgets and funding in support of transport schemes.
- Experience in research, analysis and monitoring of transport issues.

Skills and Competencies

- Ability to communicate effectively with elected Members and colleagues at all levels across the Combined Authority, constituent councils, stakeholders and members of the public.
- Ability to give advice and, when necessary, negotiate assertively but with tact and diplomacy.
- Excellent organisational and administrative skills for organizing meetings, events and workshops, taking notes, allocating and chasing up actions.
- Ability to work constructively as part of a team.
- Able to research, collate and analyse complex issues and develop innovative approaches to problem solving.
- Able to prioritise workload, to work under pressure and meet deadlines, acting on own initiative when necessary.
- Excellent written, communication and presentational skills.
- Excellent IT skills including managing and analysing data and use of mapping software; such as use of MS Excel, GIS or MS project

DESIRABLE

- Understanding of the local, regional, national and international environment relevant to the post.
- Relevant post graduate qualification.
- Experience of working in a highly visible public sector environment
- Project management skills and experience, including management of cost, risk, schedule, change and requirements.

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 25 days Annual Leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We are about to move into a new bright, airy, modern office space, with all latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.