

JOB DESCRIPTION

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

BACKGROUND

The West of England Combined Authority is seeking to appoint a xxx to join the xxx team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

You will be a key player as we create West of England Sustainable Transport. We are delivering on the big transport improvements people in the region need and deserve, changing how people travel, making journeys affordable, reliable, enjoyable, and safe.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

Reporting into the Principal Transport Officer and working with the Senior Transport Officer, the Transport Officer will specialise in strategic transport and early business case development across a multi-disciplinary transport programme.

They will:

- support the Principal Transport Officer, Senior Transport Officer and programme team in preparing, implementing and monitoring the Strategic Transport Plan and the associated transport related strategies for the Western Gateway region
- Lead work packages on behalf of the programme team, ensuring that key stakeholders are engaged and consulted on project work, ensuring any impacts on our member authorities are considered and any opportunities to drive benefits are sought

- Actively engage with our Technical Officers and key project stakeholders to develop our projects
- Acquire, analyse and present transport related data and evidence to support decision making

KEY RESPONSIBILITIES

- To support the Principal Transport Officer and Senior Transport Officer in preparing, implementing and monitoring the Strategic Transport Plan and the Western Gateway Sub-national Transport Body policies, and associated transport related strategies for the Western Gateway region, including decarbonising the transport network.
- To advise on and support the development of the STB's strategies such as electric vehicles, freight, rural mobility, alternative fuels for freight, walking, cycling, bus, coach and rail schemes being delivered under the strategic transport plan.
- To assist in managing the development and delivery of strategies and plans for specific projects to business case stage, including sustainable transport infrastructure and promotion packages and schemes.
- To identify, analyse and present transport data and evidence in order to inform strategy development and decision making;
- To provide technical comments as required on consultations and strategic studies.
- To represent the Western Gateway Sub-national Transport Body at regional and UK level forums and other officer meetings and working groups.
- Support the Western Gateway STB's Senior Officers and Technical Officers Groups and teams in delivering complementary projects and programmes.
- To ensure that the Western Gateway STB's constituent members, the Department for Transport and stakeholders are consulted and engaged in the STB's work.
- To respond to enquiries, feedback and consultation responses on behalf of the Western Gateway, seeking information from officers and partners where necessary.
- To ensure that all work undertaken considers any impact on our member authorities work and seeks to drive value for money and benefit to our members
- To prepare reports and presentations for Board and other meetings.
- To support engagement with stakeholders, community interest groups and others in the development, review and implementation of the Western Gateways' strategies, policies and schemes.
- To procure and manage technical input and expertise by commissioning consultancy work for transport policies and projects.
- To assist in any other areas of comparable work as may be required by the Principal Transport Officer because of workloads and priorities.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Degree level or equivalent in transport, engineering, 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 modal strategies.
- Good 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 organising meetings, events and workshops, taking notes, allocating and chasing up actions.
- Able to work constructively as part of a team.
- Able to research, collate and analyse complex issues and develop innovative approaches to problem solving.
- Data handling and analysis skills.
- 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

Qualifications and Knowledge

- 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
- Understanding of key local government politics, political structures and culture related to the role.

REWARDS AND BENEFITS

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

- 26/31 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 have recently moved into a new bright, airy, modern office space, with all the 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.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £15.17 - higher than the government minimum for over 23s, currently £10.42 per hour



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter.

The [Good Employment Charter](#) is a voluntary membership and accreditation scheme aimed to create an active network of employers within the West of England that are committed to supporting the basis of 'good work'. The Good Employment Charter is defined by seven key characteristics of good employment: recruitment, secure work, Real Living Wage, developing people, health & wellbeing, flexible work and engagement & voice.

