

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Senior Transport Officer
<b>MANAGED BY:</b>	Principal Officer
<b>GRADE:</b>	10

## BACKGROUND

The West of England Combined Authority is acting as the employer, on behalf of the Western Gateway sub-National Transport Body (STB) is seeking to appoint a Senior Transport Officer. 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.

## THE ROLE

Reporting into the Principal Transport Officer, the Senior 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 and programme team in preparing, implementing and monitoring the Strategic Transport Plan and the associated transport related strategies for the Western Gateway region.
- Lead projects on behalf of the STB Board, 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 policy leads from the Department for Transport and other national infrastructure operators such as National Highways, Network Rail, to ensure our work considers the wider UK and regional impacts.
- Work with our Technical Officers and Senior Officers group to develop our projects, ensuring our project sponsor representative from our Board and Department for Transport are engaged on key decision points

## KEY RESPONSIBILITIES

- To support the Principal 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 of electric vehicles, freight, rural mobility, alternative fuels for freight, walking, cycling, bus and rail schemes being delivered under the strategic transport strategy.
- To manage 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 provide technical comments as required on consultations and strategic studies.
- To represent the Western Gateway sub-National Transport Body at a regional and UK level forums.
- To lead the production of business cases to bid for project funding through the Western Gateways governance system, Central Government, and other third-party funders.
- Support the Western Gateway STB's Senior Officers and Technical Officers and teams in delivering complementary projects and programmes.
- To ensure that the Western Gateway STB's constituent members and Department for Transport stakeholders are consulted and engaged in the STB's work.

- 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 work with the constituent councils and wider stakeholders in the development of strategies for specific areas or transport modes affecting the Western Gateway region.
- To utilise professional and management skills to ensure that the Western Gateway STB's own transport policies move towards greater sustainability and support climate challenges.
- To prepare reports and presentations for Board and other public meetings.
- To lead 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 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 Principal Officer 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).
- Significant understanding of transport, highway and environmental issues affecting the operation of a regional transport network.
- Significant 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.
- Considerable experience of working with urban, rural, sustainable, and public transport issues.

- Considerable experience of working with budgets and funding in support of transport schemes.
- Considerable 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.
- 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

##### *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.

#### 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.
- Access to an online shopping platform offering employee discounts across a huge range of retailers

*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 £9.90 - higher than the government minimum for over 23s, **currently £9.50 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.

