

JOB DESCRIPTION

JOB TITLE:	Transport Officer for the Western Gateway Sub-national Transport Body
MANAGED BY:	Technical Lead, Western Gateway Sub-national Transport Body
GRADE:	8

ROLE OVERVIEW

Background	<p>A fantastic opportunity has arisen for a Transport Officer to join the Western Gateway Sub-national Transport (STB) team and support the development and delivery of exciting transport projects across the region.</p> <p>This is a one-year fixed term position as it is dependent on funding from the Department for Transport.</p> <p>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.</p> <p>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.</p> <p>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.</p>
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	<p>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.</p> <p>Whilst you will be an employee of the West of England Combined Authority, as the accountable body for the Western Gateway STB, you will solely be working for and funded by the Western Gateway.</p>
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THE ROLE

Reporting into the Technical Lead 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 Technical Lead, Senior Transport Officer and programme team in reviewing, implementing and monitoring the Strategic Transport Plan and Strategic Investment 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 impact on our member authorities are considered and any opportunities to drive benefits are sought
- Actively engage with our Technical Officers and key project stakeholders including Network Rail, National Highways, the Department for Transport and Homes England to develop our projects
- Acquire, analyse and present transport related data and evidence to support decision making

KEY RESPONSIBILITIES

- To support the Technical Lead and Senior Transport Officer in reviewing, implementing and monitoring the Strategic Transport Plan and Strategic Investment Plan and the Western Gateway Sub-national Transport Body policies, and associated transport related strategies for the Western Gateway region, including the Regional Centre of Excellence.
- 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 Technical Lead and Senior 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.
- Understanding of key local government politics, political structures and culture related to the role.

Experience

- Experience of working in a highly visible public sector environment

Skills and Competencies

- Project management skills and experience, including management of cost, risk, schedule, change and requirements