

JOB DESCRIPTION

JOB TITLE:	Transport Officer
MANAGED BY:	Head of Transport Strategy
GRADE:	8

BACKGROUND

Working at the West of England Combined Authority

The West of England is a fantastic place to live and work; a place where ideas flourish and businesses grow, and a diverse population calls home. With a highly-skilled workforce, innovative businesses, rich cultural and natural assets, and excellent connections, the West of England competes on a global scale.

In 2017, the West of England Combined Authority was formed to bring the region together to drive economic growth. Significant powers and funding were transferred to the region to support work to ensure residents have better skills, more job opportunities and a better quality of life. In May 2021, the second Metro Mayor for the West of England was elected, and we're working with our regional partners and with Government to deliver against our ambitious agenda, protect the environment and ensure the West of England continues to be a thriving, successful and innovative place for future generations.

Covid-19 has had a big impact on the West of England, and we are leading the regional economic recovery, bringing people together to ensure our region continues to build on its success.

The Combined Authority is made up of three of the region's local councils - Bath & North East Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the Authority continues to work closely with North Somerset Council. The Authority also the accountable body for the West of England Local Enterprise Partnership.

We are an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support needed during the recruitment process.

PURPOSE OF THE JOB

To assist in 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

- 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

REWARDS AND BENEFITS

Staff receive:

- 25 days annual leave, rising to 30 after five years' continuous service, plus bank holidays, pro rata
- Auto-enrolment into the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Commuter Travel Club - all employees can sign up to receive discounted monthly bus tickets, unlimited bus travel for work or leisure within your chosen zone, automatic ticket renewal and price freeze for 12 months.
- The Combined Authority has adopted a Hybrid working approach, which enables employees to split their week between working in the workplace and working remotely. Hybrid Working forms just part of the flexible working options that the Combined Authority is offering as the new way of working. Flexible working is an arrangement that enables employees to have a way of working that suits and employee's and employer's needs whilst maintain a work-life balance.

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 £9.50 - significantly higher than the government minimum for over 25s, currently £8.72 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.