

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place

Job Ref Number: 03891

Service Area: Environment – Climate and Natural Environment

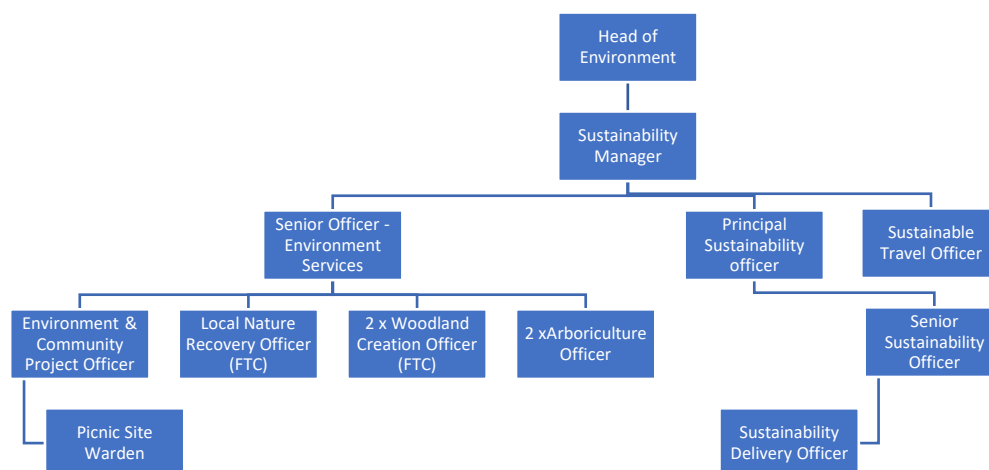
Grade: G8

Job Title: Sustainable Travel Officer

PURPOSE OF JOB:

- To lead on the development, promotion, co-ordination and delivery of a programme of works that supports the existing and future walking and cycling network across the county.
- Deliver and contribute toward behaviour change programmes both internally and externally to promote walking and cycling activity.
- Be responsible for the delivery of active travel duties and to make contribution to transportation and green infrastructure planning through the promotion of sustainable modes of travel and into the wider Local Transport Plan
- Develop Local Cycling and Walking Infrastructure Plans (LCWIPs) across Lincolnshire communities and in particular in coordination with the local transport boards.
- Contribute to the development of internal and external travel plans providing advice to relevant authorities and developers.

TEAM STRUCTURE:



MAIN DUTIES:

The specific accountabilities of this role will be flexible and will change to meet the needs of the organisation as required but will include (or be equivalent in nature to) those listed below:

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|---|---|
| 1 | To design, implement and evaluate sustainable transport projects to promote walking and cycling inclusive of the development of Local Walking & Cycling Infrastructure Plans across the county. |
| 2 | To project manage the implementation of active travel schemes and undertake monitoring of projects outputs. Seeking out opportunities for innovation wherever possible. |

3	Day to day management of grant schemes and active travel engagement projects - such as Bikeability, Love to Ride and the Active Travel Fund.
4	To consult and engage with stakeholders on all cycling and walking schemes and liaise with agencies, voluntary organisations and participants as part of the process. Developing good working relationships and developing community links.
5	To manage the Sustainable Modes of Travel to School (SMOTS) Strategy and develop a programme of actions to deliver the objectives of the Strategy.
6	Liaise and work with the business communities in Lincolnshire to help them to deliver active travel projects for their workforce.
7	To develop and deliver significant behaviour change campaigns to encourage active travel amongst our communities inclusive of contributing into travel plans and travel plan consultations.
8	Provide advice and guidance to colleagues, particularly across the highways function, customers and stakeholders inclusive of contributing to the county wide local transport plan. Manage incoming complaints and requests
9	To lead in the relationship between the council and Active Travel England and develop relevant, nationally funded schemes and oversee the bidding process into the national Active Travel Fund and Capability & Ambition Fund.
10	Deal with all cycling and walking related correspondence and provide information for FOI requests as required.
11	Develop information and intelligence building through gathering and analysing cycle/walking data from counters and other sources to enable performance to be monitored. Develop wider understanding of barriers and enablers to increase cycling and walking across the county.
12	Understand and work with the market as appropriate, developing and maintaining relationships with service users, stakeholders, partners and potential providers.
13	Ensure the way in which resources within the area of responsibility are managed is optimised and utilised effectively and efficiently and reflect the agreed culture, style and standing orders of the County Council.
14	Look to continuously improve services in area of responsibility, identifying where possible, value for money savings and managing within allocated budgets.
15	As an employee, create a positive image of the County Council
16	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers.
17	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
NVQ Level 3 or equivalent or significant relevant experience in a related subject and demonstrating continual professional development	A	Y	
Relevant experience in designing walking and cycling schemes from feasibility to delivery	A / I	Y	
Experience of working across multi-agency partnerships and stakeholders	A / I	Y	
Proven ability to solve complex	A / I	Y	

and potentially contentious problems			
Up to date knowledge of developing legislation and policy relating to Active Travel, walking and cycling	A / I	Y	
Ability to research new and often complex legislation, technologies, and innovations and apply these in the workplace	A / I		Y
Knowledge of political structure and decision making process of local government	A / I	Y	
Highly skilled in Microsoft word/excel/power-point.	A / I	Y	
The ability to adapt and master complex software packages for work purposes	A / I		Y
Project management experience including people management and budgets	A / I	Y	
Ability to work with a wide range of partners and build strong networks	A / I	Y	
Ability to lead by example and be a strong advocate for the subject matter	A / I	Y	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.