

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Communities

Job Ref Number: 04233

Service Area: Environment

Grade: G6

Job Title: Travel Plan Officer (Schools and Planning)

PURPOSE OF JOB:

As a Travel Plan Officer within the Council's Environment Strategy Team, you will lead on initiatives that promote active travel and reduce car dependency during the school run such as School Streets, along with leading countywide travel planning. Your role will focus on firstly encouraging a shift towards walking, wheeling, and cycling by delivering engaging face-to-face behaviour change activities in schools and communities across Lincolnshire and secondly supporting educational establishments and housing developers to create and monitor fit for purpose travel plans. Thirdly, to provide support to the wider Environmental Strategy team where required.

You'll work closely with school staff, children, parents, carers, and residents to co-design solutions to school travel and road safety improvements. Collaborating with developers, their consultants and Local Planning Authorities, you will seek to embed sustainable travel opportunities within new developments via the creation and monitoring of Travel Plans, including those developed with schools via programmes such as ModeShift.

As appropriate:

- Support the delivery of the active travel ambitions for Lincolnshire County Council.
- Generate and deliver bespoke projects for and with schools regarding active travel.
- Develop new ideas and ways of working within Lincolnshire County and the education and planning sectors, including key stakeholders across the county.
- Establish and maintain strong, positive working relationships across service areas, with providers and partners.
- Provide support to the Active Travel Team in developing bids for sources of internal and external grant funding.
- Be a key part of project teams to develop and deliver the aims of the Lincolnshire's Active Travel ambitions.
- Develop and maintain the SMOTS Strategy, working with colleagues across the Council and local schools

The active travel agenda is evolving, and the candidate will need to be flexible to meet the needs of the organisation as required.

This post will be a hybrid role, mainly working from home with 1 day per week required in the Lincoln office.

TEAM STRUCTURE:**MAIN DUTIES:**

1.	Assist schools to embed active travel as a part of the school day. Encouraging active travel champions, engagement with national campaigns and to advocate an active school culture.
2.	To work with schools and their surrounding communities to identify the barriers and solutions for travelling actively, creating opportunities for implementing School Streets
3.	To support the Sustainable Modes of Travel to School (SMOTS) Strategy and deliver a programme of actions for achieving the objectives of the Strategy.
4.	To deliver activities in school settings to develop children and young people's understanding of the benefits of active travel.
5.	Collaborate effectively with the colleagues and schools to support the creation, development, implementation and monitoring of School Travel Plans.
6.	Evaluate Travel Plans submitted in support of major development proposals and provide professional advice to Development Management colleagues.
7.	Undertake monitoring of Travel Plan measures in collaboration with developer appointed Travel Plan coordinator, to ensure compliance with the approved Travel Plan.
8.	Lead the development, implementation and monitoring of School travel plans across Lincolnshire, through programmes such as ModeShift.
9.	Measure baseline pupil walking, wheeling, and cycling levels for home to school and other cycling journeys. Carrying out follow up surveys at selected schools each year.
10.	Ensure that projects are effectively planned and managed within a programme and project management framework.
11.	Reporting to the Environment Strategy Manager / Active Travel Officers, responsible for delivery of objectives, project management and co-ordinating resources to ensure projects are delivered on time and within budget.
12.	Work with colleagues across the Place directorate, such as; Active Travel Officers, Development Management Officers and others Officers, embedding a collaborative approach to active travel.

13.	Liaise, negotiate and collaborate with internal and external stakeholders including managers, councillors, schools, residents and partnership agencies as required to ensure the effective delivery of projects.
14.	Provide expert advice and guidance in relation to projects, assisting in ensuring that key milestones and information are communicated to internal and external stakeholders.
15.	Prepare relevant briefings, reports and presentations for all stakeholders.
16.	Identify, evaluate and implement processes, technology and systems to enhance project and service delivery.
17.	Keep abreast of local and national developments to enhance projects accordingly, to satisfy internal and external demands.
18.	Work closely with the council's Communications Team to develop communications strategies and marketing materials to promote the aims and objectives of the school travel initiative.
19.	Attend meetings and events as required as a representative of the Council. As an employee, create a positive image of the County Council.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
A degree in a related subject or relevant work experience.	A	Y	
Significant experience of working within educational settings, young people and teachers	A/I	Y	
Experience of working within transport and travel planning, delivering initiatives and campaigns.	A/I		Y
Previous experience of managing and delivering projects	A/I	Y	
Experience and knowledge of the planning system	A/I		Y
Excellent verbal and written communication skills including influencing and negotiation	A/I	Y	
Ability to motivate and enthuse others	I	Y	
Excellent customer service skills, using tact and diplomacy where required.	A/I	Y	
Track record of working on complex projects	A/I		Y
Advanced knowledge of issues relating to active travel and school travel	A/I		Y
Excellent partner relationship and stakeholder management skills	A/I	Y	
Proficient across Microsoft applications	A/I	Y	
Knowledge and experience of monitoring and evaluating projects from inception to completion	A/I	Y	

Experience of delivering coherent and engaging marketing and communications campaigns	A/I		Y
Significant experience of presenting information verbally at meetings and undertaking formal presentations and briefing sessions	A/I		Y
Proven ability to solve complex and potentially contentious problems	A/I		Y
Up to date knowledge of relevant and emerging legislation and policies relating to schools, travel and sustainability affairs	A/I		Y
Ability to research new and often complex legislation, technologies, and innovations and apply these in the workplace	A/I		Y
Project management experience including people management and budgets	A/I		Y
Knowledge of political structure and decision-making process of local government	A/I		Y
Ability to work with a wide range of partners and build strong networks	A/I	Y	
Willing and able to travel regularly across the county	A/I	Y	
A passion for the subject and desire to lead by example	A/I	Y	
Willing to undertake training and continuous professional development in connection with the post			

*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.