

<b>Department:</b>	<b>Environment and Transport</b>
<b>Job Title:</b>	Safe & Sustainable Travel Officer
<b>Grade:</b>	08
<b>Post Number:</b>	
<b>Service/Section:</b>	Highways & Transportation, Policy & Strategy, Safe & Sustainable
<b>Base/Location:</b>	County Hall
<b>Responsible To:</b>	Safe & Sustainable Travel Manager
<b>Responsible For:</b>	School Crossing Patrols, Technical Assistant, Public Transport Technician, Road Safety Tutors and Apprentices (as required)
<b>Key Relationships/ Liaison with:</b>	Elected members & Staff of the County Council, District and Parish Councils, the public, Government Departments and Agencies, Statutory Undertakers, Consultants, outside bodies and delivery partners, Bus Operators, Public Health, Schools, Emergency Services representatives

<b>Job Purpose</b>
To assist with the development and delivery of integrated strategies for education, training and promotion, travel planning and information that promote the safe and sustainable use of the transport network throughout Leicestershire. The role will also involve the delivery and management of the School Crossing Patrol service, supporting with planning application responses/advice and supporting senior officers and the Team Manager with the day to day team business processes.

<b>Corporate Responsibilities</b>	
1.	To ensure that the services are delivered for the benefit of the people of Leicestershire.
2.	To support effective partnerships and working relationships with statutory, voluntary, private agencies and communities.
3.	To ensure activities are delivered in the most efficient and effective manner as possible.
4.	To prepare technical reports for Members, partners, customers and stakeholders where appropriate.
5.	To support the performance management of services and teams through

contributing to the departmental business planning process as required.

<b>Service Responsibilities</b>	
<b>6.</b>	Promote and advise on travel planning, sustainable travel, road safety and public transport to communities, employers, schools/colleges and organisations (including the County Council) throughout Leicestershire.
<b>7.</b>	Assist in the provision of safe and sustainable travel, travel planning and public transport comments in response to planning application consultations for minor and major developments.
<b>8.</b>	Liaise with schools, businesses, police, bus operators, elected members and other interested parties to ensure good working relationships and to assist in the provision of appropriate marketing, information and promotion to raise awareness of safe and sustainable travel, travel planning and public transport.
<b>9.</b>	Provide support to establish partnerships working to overcome barriers to walking, cycling, bus use, community transport and car sharing in order to achieve common outputs and outcomes.
<b>10.</b>	Support with the delivery and implementation of safe and sustainable travel planning obligations as stipulated in Section 106 Agreements.
<b>11.</b>	Manage budget and programme of individual projects or tasks assigned.
<b>12.</b>	Contribute to the development of safe and sustainable travel initiatives to influence and encourage individuals to make modal shift and adopt safer road user behaviour.
<b>13.</b>	Provide advice, guidance and comment on voluntary and regulatory travel plans for new and existing organisations in Leicestershire. Assist in the development and introduction of initiatives identified in such plans.
<b>14.</b>	Manage and supervise School Crossing Patrol's (SCP) throughout the County including recruitment, training, development and administration
<b>15.</b>	Undertake assessments of requests for SCP sites.
<b>16.</b>	Support with Public Rights of Way work and the promotion of the PROW network.
<b>17.</b>	Assist with the administration of Bus Service Registrations and in reporting changes to in the commercial network, analysing usage and proposing actions.
<b>18.</b>	Assist in the preparation of Safe and Sustainable travel bids (for infrastructure and softer measures) to the Leicester and Leicestershire Enterprise Partnership.
<b>19.</b>	Provide safe and sustainable travel support on large scale transport

Service Responsibilities	
	projects.
20.	Assist in the preparation of reports for various aspects of the service. This will include reports for Senior Management, Lead Member, Highway Forums etc
21	Respond to queries from members of the public, elected members and other interested parties in a constructive and professional manner.
22.	Other duties required by the Team Manager commensurate with the duties and grading of the post.
23.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

Special Factors	
	<ul style="list-style-type: none"> <li>• The nature of the work may involve the jobholder carrying out work outside of normal working hours.</li> <li>• The nature of the work may involve the jobholder carrying out work at different locations than their designated base.</li> <li>• The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.</li> <li>• Expenses will be paid in accordance with the Local Conditions of Service.</li> </ul>

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

**Date Prepared/Revised: 11/02/21**

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	Essential	Desirable	How Assessed
<p><b><u>Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>NVQ Level 3 or equivalent relevant qualification</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Demonstrable work experience in a public focused business</li> </ul>	<p>✓</p> <p>✓</p>		<p>Dc</p> <p>App/Ref</p>
<p><b><u>Experience:</u></b></p> <ul style="list-style-type: none"> <li>Partnership working, including with schools, business, communities and external organisations</li> <li>Developing and maintaining promotions and materials, including web based media.</li> <li>Problem solving and analysing information.</li> <li>Experience of delivering and promoting safe and sustainable travel initiatives</li> <li>Ability to manage a varied workload working to tight timescales and agreed targets and to supervise the work of others</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>App/Int</p> <p>App/Int</p> <p>App/ITest</p> <p>App/Int</p> <p>App/Int</p>
<p><b><u>Knowledge:</u></b></p> <ul style="list-style-type: none"> <li>Relevant legislation</li> <li>Good knowledge and understanding of safe and sustainable travel initiatives</li> <li>Leicestershire County Council's Policies</li> </ul>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p><u>App/Int</u></p> <p><u>App/Test</u></p> <p><u>App/Int</u></p>

	Essential	Desirable	How Assessed
& Procedures.			
<b><u>Skills and Competencies:</u></b> <ul style="list-style-type: none"> <li>• Good written and verbal communication skills.</li> <li>• Connecting with communities and localities through listening, dialogue and understanding community needs;</li> <li>• Building positive relationships across stakeholders, peers and partners, creating open and transparent relationships based on trust.</li> <li>• Good numerical and analysis skills, and attention to detail</li> <li>• Excellent IT skills, including a knowledge and understanding of Microsoft office programmes and use of bespoke databases and map based programmes</li> <li>• Political awareness</li> <li>• A customer focussed approach where the customer experience is central to the delivery of the service</li> </ul>	 ✓  ✓  ✓  ✓  ✓	  ✓   	 App/Int  App/Int  App/Int  App/Int  App/Int  App/Int
<b><u>Other Requirements:</u></b> <ul style="list-style-type: none"> <li>• An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations.</li> <li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010</li> </ul>	 ✓  ✓		 App/Int  Med

**Date Prepared/Revised: 11/02/21**

**Key:**  
**App = Application Form**                      **Pre = Presentation**

**Test = Test**  
**Int = Interview**

**Med = Medical Questionnaire**  
**Dc = Documentary Evidence (E.g., Certificates)**