

Northumberland County Council

**JOB DESCRIPTION**

<b>Post Title:</b> Senior Programme Officer (Transport)		<b>Director/Service/Sector:</b> Planning, Economy & Housing		<b>Office Use</b>	
<b>Grade:</b> Band 8		<b>Workplace:</b> County Hall, Morpeth.			<b>JE ref:</b> XXXX <b>HRMS ref:</b>
<b>Responsible to :</b> Senior Policy Officer (Inclusion)		<b>Date:</b> Mar 2016		<b>Lead &amp; Man Induction:</b>	
<b>Job Purpose:</b> To develop, monitor and review transport policies for Northumberland and work with partners to help achieve strategic transport priorities.					
<b>Resources</b>		Staff			
		Supervise the work of the Projects Officer, trainees or support staff on particular tasks or projects.			
		Finance			
		Directly responsible for managing funds associated with Council-led projects, and indirectly responsible for funds associated with projects facilitated by the team. Budgets will vary from time to time and cumulatively equate to over £500,000 per annum.			
		Physical			
		Collect, review and update evidence base data for the development of transport strategies, policies and projects.			
		Clients			
		Councillors, members of the public, parish councils, external organisations and central government departments.			
<b>Duties and key result areas:</b> <ul style="list-style-type: none"><li>As part of the team, develop, prepare, monitor and review transport policies for Northumberland, taking the lead on particular tasks.</li><li>Contribute to the development and review of transport strategy, taking the lead on particular tasks.</li><li>Inform wider policy development in relation to strategic and sustainable transport input, particularly in terms of land use planning and economic growth.</li><li>Work with partners, both internal and external, to attract funding for transport projects and the transport elements of more broadly based initiatives.</li><li>Collect and update data as part of the evidence base to inform transport priorities and provide interpretive analyses and reports, as required.</li><li>Take a lead in the development of particular transport projects, report on progress, and monitor the outputs/outcomes of delivery.</li><li>Prepare reports on local, regional and national transport policy and initiatives prepared by government departments, neighbouring local authorities and other organisations.</li><li>Contribute to specific professional and service related projects or delivery initiatives in accordance with given terms of reference or objectives.</li><li>Respond to and act upon correspondence, complaints service requests and enquiries from MP's, Elected Council Members, Parish Councils and all services users.</li><li>Prepare reports and attend as directed Risk Appraisal Panel, Cabinet, Scrutiny and other Council Committees</li><li>Adopt effective and constructive relationships with colleagues and external contacts in order to promote effective partnership arrangements for the delivery of high quality Transport Policy services</li><li>As a member of the service's professional team, support the corporate planning and management of the service.</li><li>Represent the interests of the Strategic Transport Service at public meetings, parish council meetings and stakeholder groups, as appropriate.</li><li>Manage all funding streams (including monitoring returns and grant claims) ensuring that sound management systems are in place, performance is regularly monitored and remedial action taken where necessary.</li><li>Determine the most effective utilisation and deployment of resources (human, physical and financial) to achieve the objectives set by senior managers.</li><li>Lead and assist in the negotiation, letting and management of contracts and agreements for work in support of projects and operations</li><li>Any other duties appropriate to the nature, level and grade of the post.</li></ul>					
<b>Work Arrangements</b>					
Transport requirements:		Generally office based, with travel to work sites throughout the County and further afield on occasion.			
Working patterns:		Normal office hours with occasional attendance at meetings on an evening.			
		Office based with occasional site visits at all times of the year in all weather conditions. Some contact with irate members of the			

Working conditions:	public. Lone working on the highway needs concentration and awareness to ensure own and others safety. Working in a busy large open plan office with numerous disruptions and conflicting demands from others.
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**PERSON SPECIFICATION**

<b>Post Title:</b> Senior Programme Officer (Transport)	<b>Director/Service/Sector:</b>	Ref: 3379
<b>Essential</b>	<b>Desirable</b>	<b>Asses s</b>
<b>Knowledge and Qualifications</b>		
<p>BTEC Higher National Diploma (HND) or equivalent standard of general education.</p> <p>Knowledge of relevant legislation, policies, practices and procedures in relation to the specialist area of transport planning.</p> <p>Good understanding of transport issues across all user groups (public transport passengers, pedestrians, cyclists, car drivers and freight).</p> <p>Good understanding of wider related policies, especially in land use planning and economic growth.</p> <p>Good understanding of Public Sector Funding sources.</p> <p>Good knowledge of Google applications.</p>	<p>Degree in transport related subject.</p> <p>Relevant professional qualifications (e.g. CIHT)</p> <p>In depth knowledge of issues for one or more transport user group.</p> <p>Good knowledge of Microsoft Office Project and Access database.</p>	
<b>Experience</b>		
<p>Significant experience in developing policies and projects for one or more of the transport user groups (public transport passengers, pedestrians, cyclists, car drivers and freight).</p> <p>Experience in developing bids for funding transport projects.</p> <p>Direct financial management experience involving large scale public/private funded programmes or schemes.Experience of data collection, analysis and interpretation.</p> <p>Effective working with outside organisations and stakeholders.</p> <p>Extensive experience in drafting, issuing and managing contracts.</p> <p>Experience and demonstrable success in the management of change and of securing the support of others in the process..</p>	<p>Recent experience in attracting funding for transport projects.</p>	

Experience of working with businesses and communities in developing and delivering a wide range of project activity.		
Experience in making presentations at public meetings, committee meetings and stakeholder groups.		
<b>Skills and competencies</b>		
<p>Excellent report writing, communication and presentation skills.</p> <p>A corporate and collaborative commitment to tackling issues in a non-departmental manner and the ability to maintain a clear overview of issues affecting both the service area and the Council as a whole.</p> <p>Good interpersonal skills with the ability to work as part of a team, guide non-specialists and negotiate with partners and funding organisations.</p> <p>Personality, conduct and credibility that engages and commands the confidence of colleagues, officers from other directorates and stakeholders.</p> <p>Objective and rational approach to problem solving.</p> <p>Self motivated, adaptable and resourceful.</p> <p>Effective planning and organisational skills.</p> <p>Ability to work on own initiative.</p> <p>Ability to plan own workload.</p> <p>Strong analytical skills and concentration levels.</p> <p>Ability to work under pressure with numerous regular disruptions and ongoing conflicting demands from diverse sources.</p>		
<b>Physical, mental and emotional demands</b>		
<p>Dexterity, co-ordination and sensory skills to achieve the required standard of keyboard accuracy.</p> <p>Normally works from a seated position with some need to walk, bend or carry items.</p> <p>Need to maintain general awareness, with prolonged periods of concentrated mental attention.</p>		
<b>Motivation</b>		
Proactive and achievement orientated.		
Conscientious and flexible attitude to work.		
<b>Other</b>		
Ability and licence to drive to current EU standards		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits