**Job Description**

**Job Title:** Sustainable Travel Officer

**Salary Grade:** Grade 8

**SCP:** SCP 31-35

**Job Family:** Organisational Support

**Job Profile:** OS4

**Directorate:** City Development

**Job ref No:** 50048518

**Work Environment:** Office

**Reports to:** Group Engineer / Manager

**Number of Reports** 2

**1.0** **Purpose**

* 1. To develop and provide a Travel Plan Service to businesses, residential developments and schools.
	2. To provide sustainable, active travel, accessibility and smarter working advice and guidance to the Council, Partners, Businesses and Stakeholders.
	3. To manage sustainable travel projects, develop business cases and specific areas of work to support the Council’s Climate Change Emergency declaration.
	4. Implement and supervise/manage a Sustainable Business Travel Hub and Pool Car Scheme.

**2.0 Key Responsibilities**

2.1 Have knowledge of Planning and Development Control legislation and regulations required to manage a range of projects when developing and implementing Travel Plans, and sustainable travel measures, with new or existing business developments, residential developments and schools.

2.2 Ensure compliance and discharge of Travel Plan conditions, through the planning process, assessing submissions giving the appropriate advice and guidance to developers in line with strategic objectives and planning regulations.

2.3 Provide advice on Sustainable Travel in land use planning, including the assessment of pedestrian, cycling and public transport access to a site and the development of a Travel Plan Framework.

2..4 Development of sustainable travel plans, events, activity and monitoring systems.

2.5 Implement and supervise/manage a Sustainable Business Travel Hub and Pool Car Scheme.

2.6 Provide specialist sustainable & active travel advice along with smarter working guidance to elected members, employers, managers, stakeholders and a range of external partners including health and voluntary sector organisations.

2.7 Perform environmental scanning exercises to link sustainability projects and research expanding a knowledge base to develop inclusive measures to include health, wellbeing, active travel and environmental initiatives.

2.8 Investigate and research the background of and links to complex and varied sustainable travel solutions, projects and initiatives to provide effective conclusions and instigate change.

2.9 Experienced within the role that transport planning plays in the development and enactment of land use and development strategies in towns, cities, regions and nations, with detailed knowledge of statutory documents such as the Planning Act and national (PPG's/PPS’s) and local policy (LDF’s/UDP's/Local Plans).

2.10 Preparation of reports, business cases and bid applications as required;

2.11 Plan and organise own workload, and manage the performance of the team, to achieve service objectives and ensure work is completed within set timescales and budgets.

2.12 Dissemination of information and best practice through digital solutions and use of social media, web sites and prepare information for digital communication internally and externally of sustainable travel advice and guidance signposting links to local schemes and active travel events.

**3.0 Key Accountabilities**

3.1 To support and contribute to the democratic process through liaison with elected members, the preparation of reports, attendance at committee and public meetings, and preparation of Area/Ward based bid applications for local priorities.

3.2 To assist the Group Engineer in risk management and business continuity planning.

3.3 To assist in maintaining and developing meaningful communications and working relationships with other Services, Directorates, North East Joint Transport Committee, Neighbouring local authorities, Nexus, External Agencies and National Bodies.

3.4 To assist in ensuring the functions undertaken by the team are effectively co-ordinated and staff are adequately supported through:

* Motivation, guidance and mentoring of colleagues.
* Assist in the development and use of technology.

3.5 Deputising for the Group Engineer / Manager as and when required.

3.6 A commitment to continuous improvement.

3.7 To promote the Council wherever possible and champion a positive organisation- wide culture that reflects the Council’s values

**4.0 Other duties:**

* Comply with the principles and requirements of the Data Protection Act 2018 and the GDPR in relation to the management of Council records and information.
* Comply with the principles and requirements of the Freedom of Information Act 2000.
* Comply with the Council’s information security standards, its requirements for the management and handling of information and to use Council information only for authorised purposes.
* Carry out all duties with full regard to the Council’s Equality policies; Health and Safety Policy, rules and regulations; Code of Conduct and all other Council policies.