# Person Specification

**Transport Planning Officer – Decarbonising Transport**

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| **Qualifications and experience** |
| **Criteria**  | **Essential**  | **Desirable** | **Method of assessment**  |
| **Qualifications and Education** | Degree or equivalent in a relevant or transferable fieldEvidence of Continuous Professional Development | Transport or infrastructure specific qualification | Application  |
| **Experience and knowledge** | Experience of being responsible for leading the delivery of transport projects or areas of work Experience of delivering against fixed deadlines, including planned outputs and outcomesExperience of preparing business cases and submitting funding bidsProject budget management and reporting experienceProven experience in the development and management of effective partnerships with key stakeholdersAbility to prepare and present well both in writing and visuallyAbility to attend and present at officer and committee meetingsKnowledge of Government and stakeholder bodies and the current issues related to the roleExperience of delivering complex programmes and the associated assurance processes | Experience of working within a local government context and associated policies and proceduresExperience and knowledge of project management methodologiesExperience of working alongside commercial providersExperience of securing grant fundingDemonstrable experience in the delivery of electric and/or hydrogen vehicle infrastructure projects or similar capital projects | Application and Interview  |
| Skills  | Ability to manage a varied and complex workload Long and short term planning skills and the ability to set targets and monitor delivery against plansExcellent interpersonal and communication skillsExcellent report writing and presentation skillsAbility to take ownership and be proactive in developing solutions Ability to build effective working relationships Ability to interpret statistical analysis and research | Ability to manipulate data and maximise the potential from technology | Application and Interview |
| Personal attributes  | Highly motivated and enthusiasticDelivery orientatedStrong team player Resilient Commercial acumen |  | Interview  |