

**Job Description**

**Job Title:** Transport Policy, Performance & Project Officer

**Salary Grade:** Grade 8

**SCP:** SCP 31 - 35

**Job Family:** Regulation and Technical

**Job Profile:** RT5

**Directorate:** City Development

**Job Ref No:** 50079977

**Work Environment:** Office

**Reports to:** Group Engineer

**Number of Reports:** 1

1. **Purpose**

1.1 To assist in the development of the Councils Transportation Policies.

1.2 To support in the development management process.

1.3 To assist in the planning, development and delivery of the council’s ambitious infrastructure projects. Preparing briefs and bids for funding from central government and other organisations, covering fields such as new highway and public transport improvements, active travel and new technology interventions.

**2.0 Key Responsibilities**

2.1 Help develop Council Transportation Policies and provide specialist advice and information to help influence decision making on transportation policy matters to internal and external customers.

2.2 Help support development management throughout the city.

2.3 Help to develop, prepare and deliver a programme of Infrastructure or Transportation schemes throughout the City.

2.4 Help in the preparation of consultancy briefs and fulfilling client manager role in consultancy projects.

2.5 Prepare funding bids for infrastructure investment

2.6 Promote the use of Intelligent Transport Technologies

2.7 Development of innovative infrastructure projects

2.8 Provide support to the Project Management Team.

2.9 Presentation of information on projects to internal and external audiences through a variety of media

2.10 To assist in identifying project requirements and the development of programmes for scheme delivery.

2.11 Preparation of consultancy briefs and fulfilling client manager role in consultancy projects.

2.12 Provide advice on traffic and transportation engineering matters to internal and external customers including advice and information required by the planning process.

2.13 The candidate will ideally be from a Transportation Policy or Engineering background and will have a demonstrable knowledge and expertise in one or more of the following; development of transportation policies, transport related projects, supporting development management, promotion of Intelligent Transport Technologies and preparation of funding bids.

**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 and business continuity planning.

3.3 Deputising for your line manager as and when required.

**Other Duties :**

The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.

The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council