

**Public Transport Network Planning Officer**

**Transport North East**

**6 month fixed term**

**Post title:** Public Transport Network Planning Officer

**Location:** The location of this role is Gateshead Civic Centre, although remote working will be necessary.

**Flexible Working:** Subject to service needs flexible working is applicable to this post

**Organisational Relationships:**

The post holder will be accountable to the Strategic Transport Advisor, Transport North East.

The post holder will work on behalf of the North East Joint Transport Committee (JTC) but will be an employee of the North East Combined Authority (NECA) in its role as the accountable body for the JTC.

**JOB DESCRIPTION**

**Description of the role:**

The post holder will be required to assist in undertaking a review of the public transport network across the north east to feed into the development of a statutory Enhanced Partnership Scheme and preparation of a Bus Service Improvement Plan.

**Duties and Responsibilities Specific to this Post:**

The following list is typical of the duties you will be expected to carry out. It is not necessarily exhaustive, and the post holder may need to carry out other duties of a similar nature and level from time to time.

* To plan and carry out of a review of the public transport network across the north east
* To analyse public transport operational and financial data sets to assist in the network review
* To analyse geospatial, demographic, economic, and accessibility data and prepare verbal or written reports, spreadsheets and presentations to inform the review of the bus network
* To develop and employ effective customer and stakeholder feedback mechanisms to inform the review
* To assist in the development of a local Bus Service Improvement Plan (BSIP)
* To assist in the development of marketing and communications strategies to ensure effective publicity of the network and specific initiatives
* To liaise with and support public transport officers in the three Joint Transport Committee (JTC) delivery areas (Nexus, Durham, Northumberland)
* To work with a range of stakeholder organisations including local bus companies, the Department for Transport, Local Authorities, Nexus, North East Local Enterprise Partnership

**PERSON SPECIFICATION**

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| **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | |
| |  | | --- | | HND or equivalent in relevant discipline | | * Membership of relevant professional body * Evidence of continued professional development |
| **EXPERIENCE** | |
| * Experience of working in passenger transport planning, policy or operations * Experience of delivering projects to time, cost and quality constraints * Experience of working with external stakeholders and customers * Experience of adopting a creative approach to problem solving. * Capable of working in a fast moving and changing environment and prioritising workload. * Excellent all-round communication and facilitation skills with a capacity to present, discuss and explain relevant information | * Experience of geospatial analysis and transport modelling techniques * Experience of designing and implementing customer engagement processes * Experience of analysing complex data and using the findings to provide advice. |
| **SKILLS AND KNOWLEDGE** | |
| * Understanding of passenger transport network operations and delivery * Knowledge of local, regional and national transport policy and strategy * Excellent verbal and written communication skills * Good planning and organisational skills and ability to prioritise workload * Ability to demonstrate resilience and work flexibility, adapting to changing priorities | * Understanding and knowledge of the north east transport network * Understanding and knowledge of the working of local government * Political and stakeholder awareness * Knowledge of funding sources and processes |
| **Personal Qualities** | |
| * Ability to work to own initiative and as a member of the team * Able to organise workload, prioritise competing demands and work to deadlines * Able to maintain confidentiality and security * Committed to the principles of equality and diversity * Good literacy, numeracy and ICT skills |  |