



## Job Description

**Post title:** Active Travel Programme Officer  
**Grade:** L  
**Duration:** Permanent  
**Responsible to:** Transport Planning & Infrastructure Manager

### Job purpose

To be responsible for delivery of an Active Travel Programme across multiple delivery partners in support of the Tees Valley Strategic Transport Plan objectives and Integrated Transport Programme.

### Duties and responsibilities

1. To lead on the management of an Active Travel Programme that will complement investment in active travel infrastructure through the Integrated Transport Programme. This will involve planning the programme, overseeing delivery partners and monitoring outcomes.
2. To manage the Capability Fund and other budgets to ensure that all the Department for Transport (DfT) funding conditions are complied with.
3. To support the development of business cases in accordance with the Treasury's advice on evidence-based decision making set out in the Green Book and (DfT) guidance.
4. To ensure that the Active Travel Programme is delivered in line with the processes set out in the Combined Authority's Investment Programme and Assurance Framework.
5. To work closely with the Tees Valley local authorities and other local delivery partners/businesses in the delivery of the Active Travel Programme.
6. To ensure that the Tees Valley Combined Authority works collaboratively with strategic partners including, but not limited to, the Department for Transport, Network Rail, Highways England and Transport for the North.
7. To maximise funding contributions for active travel from all funding sources, including the development of bids to secure additional funding.
8. To commission and manage external consultants as required.
9. To ensure active travel facilitates the Combined Authority's wider priorities around economic growth, job creation, business investment, skills, social opportunity and culture & tourism.
10. To prepare high quality reports and briefing notes for a range of audiences, including senior managers, politicians & partners.
11. To make best use of data and research to underpin our approach to delivery.

12. Representing TVCA at local, regional and national meetings and events.
13. To contribute to the identification and effective management of risks associated with delivery of the Strategic Transport Plan and Active Travel Programme.
14. To take reasonable care of your own Health and Safety and co-operate with management, so far as is necessary, to enable compliance with the health and safety rules and legislative requirements.
15. To work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
16. To ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.
17. To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.