

PERSON SPECIFICATION
Active Travel Programme Officer

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	Degree or equivalent in a relevant field Evidence of Continuous Professional Development	Transport, behaviour change or marketing qualification	Application
Experience and knowledge	Experience of being responsible for leading the delivery of projects or areas of work Experience of delivering against fixed deadlines, including planned outputs and outcomes Experience of preparing business cases and submitting funding bids Project budget management and reporting experience Proven experience in the development and management of effective partnerships with key stakeholders Ability to prepare and present well both in writing and visually Ability to attend and present at officer and committee meetings Knowledge of Government and stakeholder bodies and the current issues related to the role	Experience of working within a local government context and associated policies and procedures Experience and knowledge of project management methodologies Knowledge of active travel best practice Experience of delivering active travel programmes or wider behaviour change programmes Experience of developing and implementing a branding strategy Experience of managing website development Experience of managing an incentive scheme	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		Application and Interview

	<p>against plans</p> <p>Excellent interpersonal and communication skills</p> <p>Excellent report writing and presentation skills</p> <p>Ability to take ownership and be proactive in developing solutions</p> <p>Ability to build effective working relationships</p> <p>Ability to interpret statistical analysis and research</p>		
Personal Attributes	<p>Highly motivated and enthusiastic</p> <p>Delivery orientated</p> <p>Strong team player</p> <p>Resilient</p>		Application and Interview