

**Job Description**

**Post Title:** Student Transport Officer (A4634)

**Evaluation:** 404 Points

**Grade:** N4

**Responsible to:** Technical Team Manager

**Responsible for:** n/a

**Job Purpose:** To support the delivery of an effective and efficient transport service on behalf of the Council

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To support the management of transport budgets
- 2 To support project planning and contract management activities
- 3 To assist with the development of transport strategy and the planning of projects to support the strategy
- 4 To assist with consultation and engagement activities associated with transport strategy and projects
- 5 To assist with the design of projects relating to the highway, structures and flood management
- 6 To assist with the day to day management of the highway network
- 7 To assist with the construction of highway projects
- 8 To support generating income through the delivery of transport activities
- 9 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.