



## Person Specification Student Transport Officer Transport

### Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### Essential

- Knowledge of current policies/legislation/guidance relating to the Environment (e.g. climate change, transport)
- Ability to effectively plan/organise actions, activities or events
- Ability to effectively prioritise workload whilst dealing with competing demands.
- Knowledge of Health and Safety regulations (including Risk Assessments and H&S Plans)
- On track to achieve a Bachelor or Master's degree (or equivalent) across either of the following: -
  - Civil Engineering
  - Planning/Transport Planning
  - Geography
  - Environmental Sciences
- Ability to communicate effectively with a wide and varied audience
- Ability to work as part of a team
- Ability to effectively utilise ICT systems and software (e.g. Microsoft packages)
- Ability to interpret information and solve varied problems associated with the delivery of Transport projects.

#### Desirable

- Knowledge of effective project management practices

### Part B

The following will be further explored at the interview stage:

- Knowledge of current policies/legislation/guidance relating to the Environment

- Willingness to further personal development including formal education qualifications
- Evidence of planning/organising projects
- Ability to focus on specific tasks
- Approach to team work
- Ability to deal with competing demands
- Ability to build and maintain good relationships internally and externally
- Ability to utilise systems and tools effectively
- Ability to follow procedures and instructions
- Commitment and understanding of Equal Opportunities