|  |
| --- |
| **Job Description** |
| **Post title** | Travel Planning Assistant |
| **JE Reference No** | N11049 |
| **Grade** | 6 |
| **Service** | Regeneration, Economy & Growth |
| **Service Area** | Transport & Contract Services – IPTG |
| **Reporting to** | IPT Operations & Information Manager |
| **Location** | Your normal place of work will be County Hall, Durham but you may be required to work at any Council workplace within County Durham. |
|  |
| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

|  |
| --- |
| **Description of role** |

The post holder will assist the Accessibility Planning Officer to develop, implement and monitor travel plans for Durham County Council employment sites to support and encourage more sustainable travel with the aim to reduce the use of the private car for commuting and business.

|  |
| --- |
| **Duties and responsibilities** |

* + - * Assist with the co-ordination of the Durham County Council (DCC) Travel Plan working groups
			* Undertake accessibility audits at DCC employment sites
			* Gather information about staff travel patterns and report as required
			* Analyse survey data to understand staff travel patterns
			* Determine why staff travel the way they do and how they could be encouraged to change to more sustainable travel
			* Review, design, develop and deliver sustainable travel measures for staff
			* Review and update staff travel information and Travel Plan documents
			* Co-ordinate the delivery of a programme of sustainable travel promotion initiatives, events and campaigns within the workplace
			* Encourage sustainable travel behaviour change through direct engagement and communication with staff
			* Act as a point of contact within the organisation for staff requiring transport advice or information
			* Monitor progress towards agreed targets set out in approved Travel Plans
			* Work in partnership with external organisations to support the delivery of sustainable travel measures for DCC staff
			* Keep up to date with issues and new initiatives that affect sustainable transport

# To undertake such other appropriately graded duties and responsibilities related to the post.

|  |
| --- |
| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

|  |
| --- |
| Person specification |
|  | Essential | Desirable |
| Qualifications | * NVQ Level 3 or equivalent in a relevant subject
 | * Higher qualification in transport or related subject
 |
| Experience | * Experience in travel planning, including public transport, walking and cycling
* Experience of co-ordinating and delivering initiatives and campaigns
* Experience of marketing and communication with both internal and external parties
* Experience of engaging with a variety of stakeholders
 | * Experience of delivering a campaign to change travel behaviour to a target audience
* Experience of working with external organisations
 |
| Skills & Knowledge | * Knowledge of sustainable travel promotion or similar behavioural change programmes
* Awareness of current transportation issues and relevant government guidance and legislation
* Computer literate with experience of packages such as Word, Excel, PowerPoint
* Ability to analyse data and report results
* An ability to prepare and make presentations
 | * Knowledge of national standards for assessing travel plans (PAS: 500)
* Knowledge of current health, sustainability and environmental issues
* Knowledge of local government
 |
| Personal Qualities | * Excellent organisation and inter-personal skills
* Flexible and enthusiastic approach to work
* Self-motivated
* Able to work under own initiative
* Able to work under pressure to meet deadlines
* Ability to develop ideas and deliver as projects
 | * Ability to work as part of a team
 |