

Job Description

Post Title	Active Travel Connectivity Officer
Job Evaluation	Grade 8 - E00147 Grade 9 - E00149 Grade 10 - E00150
Grade	Grade 8, 9 or 10
Service	Neighbourhoods & Environment
Service Area	Transport & Contract Services – Strategic Traffic
Reporting to	Sustainable Travel and Advertising Team Leader
Location	Your normal place of work is Corten House, Aykley Heads, but you may be required to work at any Council workplace within County Durham
Disclosure and Barring Service (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

Organisational Relationships

The post holder will be directly accountable to the Section Manager(s) and work flexibly as part of the Strategic Traffic Management function.

The role will include working with all internal service groupings as well as developing and maintaining external relationships with key stakeholders.

The role may require temporary secondments to projects or other service areas in order to support the organisation's objectives.

The role will require cross-functional engagement and leadership and also require stakeholder engagement.

Description of role

This role will providing professional support on Active Travel principles across planning, scheme development, project delivery and stakeholder engagement.

The postholder will ensure new development proposals integrate active travel infrastructure effectively, while also contributing to the design and delivery of the Council's improvement schemes. In addition, the role will support behaviour change initiatives and maintain digital mapping resources to inform planning, monitoring and engagement.

The role combines technical review, project development and community engagement, helping to deliver an inclusive, safe and connected active travel network for County Durham.

Duties and Responsibilities

- Contribute to the review of planning applications, ensuring active travel principles are integrated.
- Engage with developers, consultants and planning agents to raise design standards and secure improvements and contributions.
- Support preparation of technical evidence, notes and briefings for planning committees, appeals or public inquiries.
- Monitor compliance with planning conditions or obligations and advise on relevant legal agreements (e.g. Section 106, Section 278, S38). Review and advise on legal agreements (e.g. Section 106, Section 278, S38, permissive cycleway agreements) in relation to active travel obligations.
- Support identification, prioritisation and development of active travel projects across the county, assisting in feasibility, concept design, option appraisal, costing and risk assessment.
- Prepare documentation for statutory processes (e.g. Cycle Track Orders, TROs).
- Contribute to delivery of small–medium scale schemes, working with colleagues, consultants and contractors, undertaking site visits, surveys and audits (e.g. walking, cycling, accessibility)
- Lead engagement with communities and councillors during scheme development and monitor outcomes to inform future projects.
- Maintain and update digital mapping resources, ensuring data on networks and schemes is accurate, current and usable.
- Support colleagues in applying mapping outputs for design, monitoring, planning responses and stakeholder engagement.
- Assist in developing and implementing local active travel strategies and design standards.
- Work with colleagues across the Council to embed active travel principles in wider service areas.
- Support funding bids, business case development and partnership funding opportunities.
- Research national best practice, innovation and policy developments and translate these into local delivery.
- Provide technical advice into wider council projects to ensure active travel is integrated.
- Build constructive relationships with external stakeholders including developers, consultants, communities and advocacy groups, representing the Council at forums, workshops, working groups and committees.
- Prepare reports, briefings and presentations for senior managers, elected members and committees.
- Support governance processes, respond to member enquiries and promote active travel through public engagement and communications.

- Support initiatives that encourage walking, wheeling and cycling alongside infrastructure delivery.
- Work with schools, workplaces and community groups to embed active travel habits.
- Contribute to campaigns, events and communications that promote new schemes and highlight their benefits
- Respond appropriately to emergencies arising in relation to the work of the section
- Undertake such other appropriately graded duties and responsibilities which may from time to time be allocated 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.

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.

Salary and Bars

The Active Travel Connectivity Officer post encompasses the salary range from grade 8 to 10 which equates to Spinal Column Points (SCP) 20 to 31. Job evaluation has been undertaken for the three different grades. The bars are as follows:

Grade 8 (SCP 20 to 25) – Knowledge Level

Qualified HNC/D Level 5, or degree level in a relevant field such as Planning or Transport, or relevant experience of working in a planning, traffic engineering, highways, civil engineering or related environment.

Working with degree of supervision on some tasks, such as scheme development, problem solving, project supervision and undertaking meetings with stakeholders, Cllrs and members of the public

Grade 9 (SCP 24 to 28) – Experience Level

Qualified to HNC/D Level 5, or degree level in a relevant field such as Planning or Transport, and substantial experience of working independently in a planning, traffic engineering / highways environment and able to demonstrate, with evidence, experience of working on multiple schemes under limited supervision and ability to work within recognised legislation, policy or procedures.

Working independently on scheme development, problem solving, project supervision and undertaking meetings with stakeholders, Cllrs and members of the public.

Grade 10 (SCP 27 to 31) – Practitioner Level

Qualified to HNC/D Level 5 or degree level in a relevant field such as Planning or Transport, and considerable experience working in a planning, traffic engineering / highways environment and able to demonstrate, with evidence, their significant experience working on larger more complex schemes under minimal supervision and interpreting various pieces of legislation, policies or procedures to give recommendations and advice.

Working Independently on more complex tasks and teaching others to attain a similar level.

Progression will be based on an objective measurement of evaluation criteria as each level is reached through a 'progression interview' by a progression panel which would consist of at least two Line Managers.

Each member of staff will be expected to be undertaking the actual work and demonstrating competency commensurate with their career grade level rather than just having the training or skills to allow them to potentially undertake such work.

The panel will consider each officer's suitability to progress based on several measures including the following:

- Behaves as a professional and is committed to their own development
- Has demonstrated strong performance
- Applies relevant knowledge in practice
- Demonstrates the ability to reflect on best practice
- Builds reflective relationships with internal and external stakeholders; and
- Participates in team meetings and other means of personal development.

Person Specification

Attributes	Essential	Desirable
Qualifications	• Qualified to HNC/D Level 5 or equivalent in a relevant subject, or equivalent relevant professional experience.	• Degree level in a relevant field such as Planning, civil engineering, geography, environmental planning or a related field • Membership of a relevant professional body (e.g. CIHT, TPS, ICE, RTPI).
Experience	• Experience working in transport, highways, sustainable travel or active travel projects, including scheme development and delivery. • Understanding of planning application processes where transport and active travel are material considerations. • Experience of stakeholder engagement, negotiation and partnership working.	• Experience in public inquiries, hearings or appeals relating to planning or transport. • Experience of preparing funding bids or business cases, including cost-benefit analysis. • Experience of behaviour change initiatives or sustainable travel promotion.
Skills and Knowledge	• Strong project or scheme management skills, including monitoring budgets, timescales and deliverables. • Ability to interpret and analyse technical data such as traffic counts, survey results, engineering drawings and GIS mapping. • Detailed knowledge of current policy and design guidance, including LTN 1/20 Cycle Infrastructure Design, Inclusive Mobility (2021), and other relevant Department for Transport / Active Travel England standards. • Awareness of highway legislation and related agreements (e.g. Section 106, Section 278, TROs). • Competence with MS Office and GIS/mapping tools, with willingness to learn specialist transport/active travel software. • Strong written and verbal communication, with ability to produce clear reports and present effectively to committees and stakeholders.	• Knowledge of legal processes relating to highway or cycle track orders. • Understanding of public health, climate change and equity issues in relation to active travel. • Knowledge of Local Government. • Ability to coordinate and deliver programmes of work to deadlines

Personal Qualities	• Ability to work both independently and within multi-disciplinary teams, managing multiple tasks to deadlines. • Resilient and capable of managing competing priorities. • Proactive, adaptable and motivated. • Full UK driving licence (or equivalent) and ability to travel within the county. • Ability to work in partnership with others and to maintain effective working relationships.	
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