

## Job Description

<b>POST TITLE:</b>	Sustainable Transport Officer
<b>DIRECTORATE:</b>	Neighbourhoods and Housing
<b>SERVICE:</b>	Street Scene
<b>GRADE:</b>	S01 - P01
<b>LOCATION:</b>	London Borough of Hackney
<b>RESPONSIBLE TO:</b>	Senior Transport Planner

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### **Purpose of the job – Duties relating to grade S01:**

- The Sustainable Transport Officer will work with the Senior Transport Planner in providing a Transportation service.
- The Sustainable Transport Officer will ensure, in conjunction with colleagues, that statutory and legal obligations are delivered and communicated in a customer-focussed manner, optimising available resources.
- The Sustainable Transport Officer will be accountable to the Senior Transport Planner for achieving agreed Service outcomes and personal appraisal targets which uphold the Council's Core Values and meet the challenges of Best Value and Comprehensive Performance Assessment.

### **Council Specific Accountabilities**

#### **Learning, Creativity and Judgement**

- To develop his/her skills base to enable him/her to undertake a wider range of duties and tasks, and where necessary, carry out appropriate training and/or academic qualifications.

#### **Strategic Thinking and Planning**

- To contribute to the development of the Service and its statutory functions.
- To be responsible for ensuring, in consultation with colleagues, that advice given and recommendations made have full and proper regard for the Council's policies, standards and relevant Government legislation and guidance.
- To assist in adding value to the service delivered, in developing and implementing Best Value and providing customer-focussed standards in regulatory environment.

## **Managing Services and Delivery**

- In conjunction with the Senior Transport Planner to put into practical operation the key objectives of the service and Council in relation to Sustainable Transport and related matters.
- To ensure that duties are carried out in accordance with the Council's policies and Code of Conduct, with full regard to the Council's Equal Opportunities Policy.
- To ensure that the administrative and technical procedures required to deal with tasks under the relevant Acts and Regulations, are carried out and work outcomes are of sufficiently high standard to comply with any systems in place to demonstrate quality.
- To take responsibility in conjunction with colleagues, for undertaking such correspondence and discussions with the public and Council officers or other appropriate people as required for the determination of applications.
- To ensure, in conjunction with colleagues, that necessary and effective consultation and liaison to facilitate the effective involvement of local interest and statutory bodies and other Council services with regard to Sustainable Transport projects is carried out.

## **Communication**

- To assist in providing professional guidance, on the interpretation of the statutory and legislative requirements in a customer-focussed and democratic framework. To attend public meetings, and other working meetings as required.

## **Managing Projects and Resources**

- To use IT equipment to input data and analyse and extract information in connection with specific duties.
- Such other minor and non-recurring duties, appropriate to the post as may be directed.

## **Service Specific Accountabilities**

- The Sustainable Transport Officer will help to ensure that the work of the Unit is customer-focussed, achieving appropriate changes and improvements within the context of CPA and Best Value reviews.
- The Sustainable Transport Officer will be accountable to the Senior Transport Planner for achieving agreed service outcomes and personal appraisal targets.
- To assist the Senior Transport Planner in planning, programming, designing and implementing items from the Team's work programme and ensuring that they are completed in line with the Council's policies and objectives.
- To actively participate in ensuring that the quality of services provided by the team and associated contractors is of the highest quality within the available resources.
- To assist with the design, consultation and implementation of projects.

- To assist with site surveys, traffic surveys and other means of data collection as appropriate.
- To be aware of issues related to the particular area of work.
- To assist with the preparation of drawings, reports, consultation documentation.

Progression between S01/S02/P01 will be dependent on demonstrating the ability to achieve the Performance Targets set out for the function area to which the post holder has responsibility. This will be measured by performance appraisal and performance agreements. The management of performance is the result of structured discussions and decisions made with the Team Leader through the annual appraisal process and supervision sessions. Discussions will include focus on contribution and responsibility in the following areas:

- Implementation of service requirements e.g. quality standards.
- Involvement in supervision and development colleagues
- Contribution to projects

### **Purpose of the job – Duties relating to grade S02**

- The Sustainable Transport Officer will work with the Senior Transport Planner in managing and providing a Transportation service.
- The Sustainable Transport Officer will play a significant role in projects to ensure, in conjunction with colleagues, that statutory and legal obligations are delivered and communicated in a customer-focussed manner, optimising available resources.
- The Sustainable Transport Officer will be accountable to the Senior Transport Planner for achieving agreed Service outcomes and personal appraisal targets which uphold the Council's Core Values and meet the challenges of Best Value and Comprehensive Performance Assessment.
- To actively participate in adding value to the service delivered, in initiating, developing and implementing Best Value and providing customer-focussed standards in regulatory environment.
- To take responsibility, in conjunction with colleagues, for undertaking such correspondence and discussions with the public and Council officers or other appropriate people as required for the determination of applications.
- To ensure, in conjunction with colleagues, that necessary and effective consultation and liaison to facilitate the effective involvement of local interest and statutory bodies and other Council services with regard to Sustainable Transport projects is carried out.
- To provide professional guidance, on the interpretation of the statutory and legislative requirements in a customer-focussed and democratic framework. To attend public meetings, and other working meetings as required.

- To undertake the design, consultation and implementation of projects.
- To undertake site surveys, traffic surveys and other means of data collection as appropriate.
- To undertake the preparation of drawings, reports and consultation documentation.

#### **Purpose of the job – Duties relating to grade P01**

- **The Sustainable Transport Officer will work with the Senior Transport Planner in managing and progressing projects and providing a Transportation service.**
- **The Sustainable Transport Officer will take a lead role in projects to ensure, in conjunction with colleagues, that statutory and legal obligations are delivered and communicated in a customer-focussed manner, optimising available resources.**
- The Sustainable Transport Officer will deputise for the Senior Transport Planner as required, and be accountable to the Senior Transport Planner, and be proactive in achieving agreed Service outcomes and personal appraisal targets which uphold the Council's Core Values and meet the challenges of Best Value and Comprehensive Performance Assessment. (This will involve occasional supervisory responsibility and the provision of high level advice on potential complex and contentious issues)
- To be proactive in adding value to the service delivered, in initiating, developing and implementing Best Value and providing customer-focussed standards in regulatory environment.
- **To take a lead role where required, for undertaking such correspondence and discussions with the public and Council officers or other appropriate people as required for the determination of applications.**
- **To take a lead role where required for ensuring that necessary and effective consultation and liaison to facilitate the effective involvement of local interest and statutory bodies and other Council services with regard to Sustainable Transport projects is carried out.**
- **To represent the Council/department on issues related to the functional area and lead on providing professional guidance, on the interpretation of the statutory and legislative requirements in a customer-focussed and democratic framework. To attend public meetings, and other workings meetings as and when required.**
- **To lead on the design, consultation and implementation of projects**
- **To lead on site surveys, traffic surveys and other means of data collection as appropriate.**
- **To lead on the preparation of drawings, reports and consultation documentation.**

***NB: All employees are expected to adhere to the Council's Diversity & Equality and Health and Safety Policies.***

## Person Specification

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### **Skills and Abilities**

#### **Communication:**

- Ability to write reports and a wide range of correspondence relating to Sustainable Transport projects.
- Ability to communicate effectively with service users e.g. negotiations, presenting evidence or advice in a public forum within Hackney's diverse community.

#### **Managing Projects and Resources:**

- Ability to handle an extensive workload, including ability to act on own initiative, prioritise and meet strict deadlines.
- Ability to use new technology to assist in improving service delivery and personal performance.

#### **Managing Services and Delivery:**

- Ability to contribute effectively to team working.

### **Knowledge**

- Ability to understand plans and drawings and other relevant technical information related to Sustainable Transport projects.
- A good understanding of relevant Transport legislation.

- Knowledge of Best Value criteria.

### **Work Related Experience**

- Understanding of or experience of providing services to customers and being accountable for these services.
- Understanding of or experience of Sustainable Transport within an urban environment.

### **Circumstances**

- Able and willing to attend meetings or undertake work outside normal working hours e.g. evening meetings.

### **Desirable**

- A qualification in Transportation Planning and membership of, or eligibility for membership of, a relevant professional body.

***All employees are expected to adhere to the Council's Equality & Diversity and Health & Safety Policies.***