**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  Transport Strategy Programme  Co-ordinator | **Grade**:  SSA SO2 |
| **Section:**  Planning and Transport Strategy | **Directorate:**  Environment and Community Services |
| **Responsible to following manager:**  Transport Strategy Team Manager | **Responsible for following staff:** |
| **Post Number/s:** | **Last review date:**  September 2020 |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

To deliver high quality, robust and transparent decision making within tight time frames on transportation matters to ensure that the Planning and Transport Division is delivering an excellent service for all of our customers.

The co-ordinator will develop and maintain systems that enable the efficient delivery of the Transport Strategy work programme. The co-ordinator will develop and maintain up to date performance information aligned with Wandsworth’s Environment and Sustainability Strategy (WESS) and Richmond’s Climate Emergency Strategy (RCES). The co-ordinator shall maintain the Forward Programme, helping to ensure an even stream and pipeline of Committee Papers and project delivery to maximise the efficient use of resources. The role requires a knowledge of sustainable transport and the way changes in technology and communications are helping to transform the way we travel.

**Specific Duties and Responsibilities**

1. To lead on co-ordinating and maintaining the Transport Strategy work programme under the guidance of the Team Manager.
2. To publish, circulate and keep up to date transport information, including maintenance of the Transport Strategy pages of the Councils’ websites.
3. To ensure the work programme and performance information is regularly reviewed and aligned with the objectives set out in the Richmond Climate Emergency Strategy and Wandsworth Environment and Sustainability Strategy.
4. To maintain the Forward Plan for the team, ensuring an even workload of Committee papers and project delivery and efficient use of resources.
5. To assist the Team Manager and Transport Planners in the development and delivery of projects that promote and encourage the use of sustainable modes of travel, and utilise new and improved means of communication and technology, including the electrification of motor vehicles.
6. To take a lead role in implementation of self-contained projects or components of larger projects in order to deliver organisational and Team objectives.
7. To be proactive in identifying issues and proposing improvements and creative solutions within the context of current and future service requirements in order to continually deliver high quality, customer focused planning services to managers and our full range of customers.
8. To represent the Team at meetings both within the Council and outside bodies including public meetings on matters relevant to the Planning Service.
9. To assist with monitoring and forecasting expenditure on Transport Strategy budgets, ensuring systems and processes are in place to maintain accurate and up to date records.
10. To coordinate performance information to meet reporting requirements and provide timely project progress updates and associated budgetary information to the Head of Service.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Team structure**

**Person Specification**

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| **Section:**  Planning and Transport Strategy | **Directorate:**  Environment and Community Services |
| **Responsible to:**  Transport Strategy Team Manager | **Responsible for:** |
| **Post Number/s:** | **Last Review Date:**  September 2020 |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by**  **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Knowledge** | |
| Good knowledge of Local Government responsibilities and structures | A/I/T |
| Knowledge of and strong interest in delivery of sustainable development and transport solutions | A/I/T |
| **Experience** | |
| Experience in Local Government administration. | A/I |
| Experience of managing sustainable transport projects. | A/I |
| Experience of data management and reporting. | A/I/T |
| **Skills** | |
| Clear understanding of IT systems generally including Microsoft Office and the ability to adapt easily to using bespoke software systems. | A/I/T |
| Effective report writing skills, including preparation of performance information reports. | A/I/T |
| Articulate in written and oral communication skills with particular reference to report and letter writing, presentation skills and communicating with Members, the public, staff and other professionals. | A/I |
| Ability to analyse and interpret data and present key facts including policy implications in the preparation of reports, policy formulation and other material. | A/I/T |
| Ability to prepare briefs for and select, control and monitor consultants. | A/I |
| To work effectively to meet challenging deadlines and manage competing and changing priorities. | A/I |
| To work as part of a team taking into account the needs of other Council Departments and with a willingness and ability to impart knowledge to other staff. | A/I |
| Proven experience of using initiative to identify innovative solutions to problem solving and demonstrating a 'can-do' attitude to improvements in service delivery. | A/I |
| Ability to assist in identifying need for change and to introduce and manage changes designed to improve service delivery. | A/I |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**