

ROLE PROFILE

Post Title:	Transport Planning and Policy Officer
Post ID:	ROHT02
Salary:	Grade J SCP 41-45 £35, 662 to £39,267 Per Annum
Location:	Raglan depot and office complex or other venue as determined appropriate for service needs. In the event of a change in base no relocation or disturbance expenses will be paid.
Hours:	37 hours per week
Responsible to:	Business Manager (Passenger Transport and Transport Strategy)

Responsible for:

Developing and implementing transport strategies at a local level and contributing to and promoting MCC's best interests in the development of any regional and national transport strategies, plans etc.

Seek out all potential funding opportunities to implement plans, apply and where successful, manage implementation of any projects within the plans.

Commission, let and thereafter manage contracts for the provision of transport and active travel projects requiring supervision of staff whilst working on the contract and detailed contract management with various private sector providers.

Be proactive and innovative at every opportunity to improve the transport and travel infrastructure for MCC overall and it's links both regionally and nationally. This may mean working with private sector providers or creating campaigns to lobby decision making bodies in the best interest of MCC overall.

Manage all transport and travel related correspondence and any consultation, replies, etc. that may be necessary. Represent the authority on any regional groups liaising with stakeholders, other authorities, statutory bodies etc.

Act as lead officer in the support of the Strategic Transport Group (STG), liaising with all members, groups and experts supporting the STG to ensure its effective support to the Council overall.

Prepare and present reports to Cabinet, select committees, Council on all aspects associated with transport and travel.

Purpose of this role:

The postholder holds a key role in developing public transport and travel generally within MCC and its links regionally and nationally.

This is the sole specialist post within the authority with responsibility for delivering improvements to transport and travel which supports the Single Integrated plan main priority of 'our County Thrives – Business and enterprise'. As such the postholder must be proactive, persistent and resilient to achieve the best for MCC.

To work with members, officers, WG, public bodies, interest groups and the general public to promote Monmouthshire's interests through the development and updating of Transport policies and strategies in line with the National Transport Plan and Wales Spatial Plan.

To prepare and update a Local Transport Plan having worked in conjunction with stakeholder groups and carrying out consultation arriving at interlinked and complex projects and priorities that work in isolation or compliment plans and projects in other plans and strategies.

To prepare bids for funding from within MCC but predominantly through government support grants (e.g. Local Transport Fund Grant) and thereafter to supervise the preparation and tendering of projects, making amendments as necessary through the process and negotiating with various bodies (private and public) to ensure delivery.

To ensure that transport improvements are to the benefit of the public overall but particularly vulnerable groups to ensure they are adequately represented and provided for.

Prepare and implement any Policies and strategies relating to School, Public or Community Transport and ensure that they take into account the SE Wales Regional Bus and Network Strategy and any other Regional or National Strategies that are relevant.

To represent the authority in liaison and negotiation with transport providers (rail operators, bus operators, etc.) to maintain and enhance the public transport provision with Monmouthshire and its regional and national links.

Prepare and implement any Policies that arise from the Active Travel Wales Policy in relation to Walking and Cycling within the authority and the Region.

Develop Travel Plans in line with Local Developments to strategic sites and council premises.

To provide Officer support to the Monmouthshire CC. Strategic Transport Group and liaise with the Chair over meeting agenda's and scheme discussions. Prepare discussion documents, facilitate debate and brief on matters relating to strategic transport matters to ensure awareness of members of the group and to ensure that MCC is proactive in promoting MCC's interest at every opportunity.

Prepare reports and briefing papers for members and attend meetings to present on transport matters and respond to questions as necessary.

Supervise staff and consultants that are working on transport related matters as and when necessary.

Expectations of this role:

- To ensure that MCC is represented and promoted at every opportunity when discussions are held and plans made regionally and nationally.
- To work with numerous stakeholder groups (sometimes with conflicting priorities) and to turn these demands into priorities that the council can support and then to press for support and funding at every opportunity.
- To be able to see a vision from which a strategy and plans can be developed that works across the numerous priorities of different groups and complex transport arrangements that presently exist to ultimately bring improvements to the public transport and travel infrastructure.
- To be confident and suitably technically experienced to turn plans into projects with timescales and contracts and all of the various skills necessary for effective project management and contract delivery.
- To be able to effectively instruct and supervise staff that may work on transport and travel projects from time to time and to ensure productivity and performance is effectively managed.
- To be diplomatic when dealing with stakeholders and other outside bodies when often working under great pressure to ensure that plans are developed and approved in compliance with timescales, often imposed externally and to relatively short time timescales.

Your Responsibilities are to:

Delivering Results –

Delivering high quality strategies and plans for stakeholders and the Community within the context of external guidelines and budget limitations.

- Manage and negotiate with other providers and contractors on the provision of complex plans with timetables and to budget requirements often working with several funds/budget holders.
- Monitor own output against performance agreement.
- To develop and deliver business goals, design strategies and coordinate business resources to advance those goals to meet targets and expectations.
- To manage and coordinate the provision of all aspects of transport and travel strategies that impact upon residents, businesses, visitors etc.

Managing Relationships –

Creating a culture that enables people to achieve their potential.

- When necessary to lead and motivate colleagues team to ensure projects are delivered and deadlines met.
- Promote and market the role and its services so that it is perceived in a positive way.
- Manage relationships with own staff to enable achievement of business requirements and mentor staff to improve their awareness and understanding of the arrangements for transport and travel..
- To lead on the development of the service and implement new ideas and initiatives to improve performance and viability of public transport.
- Develop and encourage & maintain mutually beneficial and effective working relationships both internal and external with partnerships with statutory bodies, elected members, external partners, local communities, contractors, volunteers. Including general communication / promotion, interpretation and awareness raising for the service.
- Assist the Business manager when necessary in the co-ordination and delivery of the PTU function overall.

Managing Resources

- Ensure the resources are utilised in the most effective and efficient manner.
- Ensure own professional / technical knowledge is current and up-to-date.
- Use other sources of information knowledge as required to deliver objectives.
- Effectively manage the budgets to support business objectives / service plans.
- Make best use of technology.
- To direct, lead and motivate seconded staff, consultants and contractors ensuring that they receive the information, training and support they need to provide a high quality service.

Managing Processes

- Ensure within your responsibilities that all the processes, practices and systems are operated / implemented in accordance with Monmouthshire's requirements.
- Maintain effective systems for monitoring, reviewing and evaluating own performance.
- Manage the collation, analysis, interpretation, processing and presentation of a range of information or data as required.

Future Focus

- Continuously review and led on the setting of policies, procedures and processes relating to transport and travel activities, taking into account the views of all stakeholders.
- To establish and deliver an innovative plans and strategies.
- To represent the service on internal and external working groups and to develop key projects.
- To undertake any other duty as may be required by Monmouthshire that is compatible with the level and remit of this post.

Here's what we can provide you with:-

- A motivated and enthusiastic team driven to achieve the best results for the Council and its local communities.
- Support from the wider Monmouthshire Team.
- Flexible work environment & agile working (in line with service needs)

What else you need to know..... Monmouthshire Values are:

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

General Information

The purpose of this job description is to indicate the general level of responsibilities of the post. The duties may vary from time to time without changing their character or level of responsibility.

PERSON SPECIFICATION

The successful candidate must be able to demonstrate:

- Possession of a relevant professional qualification (degree level or equivalent) and evidence of extensive experience and knowledge of all aspects of the transport and travel industry plus extensive knowledge of the various transport plans at a local, regional and national level.
- Willing to lead and take responsibility for promoting innovative service improvements.
- Proven experience in the transport industry including contract management and awareness of protocols when working with government bodies and the industry generally.
- The ability to strategically deliver and promote a key service for the community and stakeholders.
- Evidence of continuing management/professional development.
- Experience of effectively leading people and developing teams.
- Experience of working effectively with elected members, the public, local communities and various external agencies and partnerships.
- The ability to determine the need for and manage changes in the nature and level of the service provided.
- Effective and Efficient communication skills, both written and verbal.
- Practical experience of developing and maintaining effective partnerships within and outside the authority, and of representing an authority/organisation at an appropriate level in such partnerships.
- Practical experience of securing, maintaining and developing external funding partnerships
- Effective liaison with service users and to include them in the planning, delivery and monitoring of services.
- Practical skill, knowledge and experience of a range of IT applications.
- Willingness to abide by the Council's Equal Opportunities Policy, including undertaking appropriate equality awareness training, and a commitment to their effective implementation in a countryside context.
- An awareness of Health and Safety issues and be willing to abide by Monmouthshire County Council's Health and Safety Policies & Procedures to ensure the health and safety of themselves and others in line with the authority's policies

If you have any further queries regarding the role please contact Mr Richard Cope, Head of Passenger Transport, on 01633 644745.

Closing date: 12 noon, Friday 27th February 2015