

Rutland County Council

Job Description

Job Title:	Transport Strategy Manager
Grade:	PO1
Department:	Places
Team:	Transport Strategy
Line Manager:	Senior Transport Manager

Purpose of the Job:

Working with the Senior Transport Manager on delivering a Local Transport Plan and supporting strategies, policies and procedures updated as required by statute or changing circumstances. Working with colleagues to drive forward corporate and service specific objectives.

Providing line management and support to the Road Safety Officer, ensuring at all times that the road safety education and sustainable travel functions are regularly reviewed and approaches meet the business need.

Working closely with colleagues in the Highway Division to deliver capital investment schemes. In respect of the Highways and Transport Working Group, associated meetings, planning and development control to provide administrative, technical and policy advice.

Where the need arises, to support the Senior Transport Manager in communicating internally, with Elected Representatives, Stakeholders and members of the public, deputising for the Senior Transport Manager from time to time.

Key responsibilities:

1. Lead in the preparation, consultation, implementation, monitoring and review of the
2. Council's Local Transport Plan – including implementation plan and associated assessments (HRA, SEA, EqIA and HIA).
3. Lead in the preparation, consultation, implementation, monitoring and review of the
4. Sustainable Travel Statement, Sustainable Modes of Travel to School strategy and other policies relating to sustainable travel.
5. Where required, provide input / support in developing wider transport and highway policies, plans and strategies.
6. Plan and oversee the work of the Road Safety Education Officer and Sustainable Travel Officer.
7. Manage the budgets and any contracts relating to sustainable travel, road safety education, Bikeability and the Local Transport Plan.
8. Assist in the development/coordination of funding bids for sustainable transport and road safety education related projects and provide advice to assist with bids being developed by other areas/teams.
9. Project manage or commission consultants to undertake new projects emanating from any successful sustainable transport or road safety education related grants, or transport studies required to inform future policy. Monitor and assess the effectiveness of such projects.
10. Lead in the co-ordination of the Highways and Transport Working Group, through which highways and transport schemes are considered for funding.



11. Assist on responses to transport related consultation documents from Government, surrounding Local Authorities and Partnership organisations as appropriate.
12. Co-ordinate the sustainable transport response to planning applications.
13. Assist with the undertaking of transport service reviews.
14. Assist in the co-ordination of the department's/ authority's position on/ input to strategic external projects, strategies and initiatives led by others – such as those put forward by Strategic Transport Bodies (such as Midlands Connect), Transport for the East Midlands and Local Enterprise Partnerships.
15. Provide updates to senior managers and Members, through the preparation of reports on all matters relating to the LTP, sustainable travel, road safety education and Bikeability.
16. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
17. To comply with the Leadership and Management Behaviours in order to contribute to the achievement of the Council's strategic aims and objectives.

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post.

Person Specification

Qualifications:

Degree level (NVQ level 5) qualification in a relevant subject: Geography, Environmental Science or Transport Planning.

OR

Equivalent demonstrable experience of developing transport strategy and policy.

Experience:

Developing transport related strategies, policies and associated assessments – such as Equality Impact Assessments and Habitat Regulations Assessments.

Progressing strategies, policies, plans or schemes through the consultation process.

Developing grant funding bids.

Managing or supporting other team members.

Writing reports and liaising with members.

Preparing responses to Government or other consultations.

Knowledge:

Current legislation and policies relating to sustainable transport and road safety education. The Government's Bikeability Scheme.

Skills:

A high level of oral and written communication – recognising the needs of diverse audiences
The ability to manage and develop staff.

Proficiency in Microsoft Word, Excel, PowerPoint, Outlook and Explorer.

High standards of numeracy and literacy with report writing and budget monitoring experience.

Demonstrate a mature attitude in dealing with the public and elected members.

Data analysis and interpretation – to inform policy and decisions.



Values:

Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.

Mobile and able to work from various locations.

Willing to work evenings and weekends on occasion.

