



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: Transport Services Manager

Grade: PO5

Directorate: Places

Department: Transportation

Responsible to: Head of Transport and Highways

Purpose of the Job:

To manage and lead the transport team with respect to preparing and delivering transport strategies and to provide strategic transport input to wider Council policies and strategies.

To be responsible for the delivery of and development of transport policies of the Council, both for public transport provision and managing the transport requirements of Children's Services and Adult Social Services, ensuring integrated management and provision of transport services.

Identifying transport needs, managing contract performance, and managing across Council integrated budget.

To deputise for the Head of Highways and Transportation, when necessary, both within the Council and in respect of external meetings.

To provide strategic and operational leadership, to ensure an effective and sustainable network of public and passenger services across Rutland are provided.

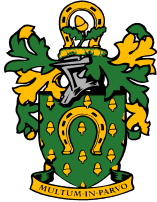
Main Responsibilities:

1. To develop and determine transport policy for public transport provision and the requirements of children's services and adult social care pursuant to legislation and the Council's strategic aims and objectives.
2. Lead in the strategic and operational management of the passenger transport service to meet agreed outcomes and targets in line with 2024 Bus Service Improvement Plan and to deliver the Council's objectives contained in the 2024 Bus Network Review. Prepare annual delivery plans for all of the services.
3. To monitor the operation and performance of the County's Demand Responsive Transport service and of identified local bus services on behalf of the Council.



RUTLAND COUNTY COUNCIL

4. To lead on the preparation of the Local Transport Plan, implementation plans and other associated documents. In collaboration with a wide range of stakeholders from the private, public, voluntary and community sectors, develop and implement a transport strategy for the County to form an integrated part of the Local Transport Plan 4.
5. To manage the performance of the Transport Group in delivering the Council's strategic aims and objectives and to lead the integrated management and provision of transport services, identifying service needs and controlling contract performance.
6. To oversee the development and implementation of parking policy and regularly review the policy and enforcement practices in line with national direction on parking strategy and the Council's Local Transport and Business Plans.
7. To lead on the development and implementation of the Council's electric vehicle strategy and ensure the delivery of the Local Electric Vehicle Infrastructure (LEVI) electric charge point schemes.
8. To be responsible for all staff management development, disciplinary and performance development reviews within the group.
9. Responsible for the development and provision of a cost-effective, efficient and high-quality fleet transport service provision to the requirements of internal and external customers covering all appropriate aspects of fleet procurement, management and maintenance.
10. Develop an effective capital programme of investment in public transport infrastructure to secure improvements in punctuality, passenger information and the quality of public transport infrastructure.
11. Develop and implement plans to ensure that the provision of the county's fleet and transport services contribute fully to the authority's carbon reduction targets through use of alternative technologies and innovative service provision, and that economic growth does not result in an increase in the carbon footprint.
12. To develop, plan and submit transport-related funding bids to the Government and other regional bodies and liaise with partnership bodies.
13. To directly line manage the Commissioned Transport Officer, Parking Services Manager, Transport Strategy Manager, Transport Officers and Fleet Manager and oversee the management of the team of drivers and passenger assistants.
14. To provide information and data required by internal audit as necessary.



RUTLAND COUNTY COUNCIL

15. To act as the responsible budget holder for all the transport budgets ensuring that the costs are effectively managed bringing any major issues to the Strategic Directors attention for resolution.
16. To manage the Councils English National Concessionary Travel Scheme (ENCTS).
17. To lead on the commissioning and operational transport requirements for Children's Services and Adult Social Services care in relation to transport. Advise the departments on technical matters and act as their transport lead on policy matters.
18. To lead and be the responsible officer for the management of all Council fleet vehicles specifically the operation and monitoring of the Car club pool car schemes.
19. To have a thorough knowledge of the existing transport legislation and to advise the Council of changes to legislation by the provision of written reports when required (which may include presentation at Cabinet or Scrutiny Panel).
20. Prepare Cabinet and Scrutiny reports and attend meetings as required to present the reports. Attend meetings with the public, Parish Councils, Parish Meetings and others of a similar nature as may be required in connection with transport issues.
21. Monitor the delivery and expenditure of the Integrated Capital Works Programme and major transport projects specific to transport.
22. To resolve complaints and enquiries with respect to the transport group.
23. To direct, programme, progress and keep proper data, financial, contract management and administrative control of all transport activities undertaken by contractors and others on behalf of the Council.
24. To manage delegated budgets and ensure effective financial planning and monitoring in accordance with the Council's Financial Procedure rules.
25. To lead and develop a motivated team and ensure they are developed in their role through effective use of 'My Conversation'/supervision and effective performance management as appropriate.
26. Take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Departmental codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment,



RUTLAND COUNTY COUNCIL

vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

27. 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. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Behaviours and outcomes:

To be a role model for the One Council ethos and values.

Respond to pressure and change – flexible and adaptable to sustain performance.

Build and manage relationships, share knowledge and skills to deliver shared goals.

Actively support new initiatives and try different ways of doing things.

Dimensions:

Direct line management

Budget holder for all transport, SEND, Looked after, Responsive Transport, Parking

JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Relevant professional qualification with substantial relevant experience in the management of transport services	A, D

Desirable	Method of Assessment *
Evidence of continuing professional development	A, D



RUTLAND COUNTY COUNCIL

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Substantial managerial experience at a senior level in a directly related field.	A, I
Experience of leading, managing, developing and motivating a range of people and disciplines to achieve organisational goals.	A, I
Experience of planning and delivery of services with a focus on individual needs and organisational priorities.	A, I
Experience of leading multi-agency strategic partnerships to develop long term strategies and deliver shared outcomes.	A, I
Experience of working and engaging with relevant communities and internal/external clients and organisations	A, I
Experience of preparation of complex reports and presenting to senior managers and elected members.	A, I
Experience of setting targets, monitoring performance and reviewing working practices to improve service delivery.	A, I
A thorough understanding of equality issues and how they affect the workplace	A, I
Significant experience of budget development, financial management and control	A, I
Knowledge of quality standards and Health and Safety practices	A, I
Principles of customer care and client focused service delivery	A, I
Knowledge of procurement legislation and best practice	A, I
In depth knowledge of transport legislation	A, I

SKILLS

Essential	Method of Assessment *
High level of verbal and written communication and presentation skills	A, I, T



RUTLAND COUNTY COUNCIL

High level of project and analytical management skills	A, I, T
Good level of ICT skills including the use of Microsoft Project, Excel, GIS/MapInfo and Confirm.	A, I
Ability to negotiate, influence and work successfully with contractual and risk management partners and developers.	A, I
Innovative and adaptable approach to solution finding.	A, I

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A, I

OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team including unsociable hours on occasions	A, I
Willingness and ability to visit other sites as and when required.	A, I
Full license which confers the right to drive in the UK	A, D

* A = Application Form D = Documentary evidence I = Interview T = Test

STRUCTURE

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
07.10.24	New	Neil Cowper Head of Highways and Transportation



RUTLAND COUNTY COUNCIL
