



## **Job profile**

### **Project Support Officer**

#### **Grade E**

**Group:** Communities and Environment

**Service:** Development, Transport and Public Protection

**Location:** Civic Centre

**Line Manager:** Assistant Transport Planner

**Car User Status:** Casual

#### **Job Purpose**

To support the Council's Sustainable Transport & Road Safety Team Leader and other members of the team in relation to the formulation and delivery of sustainable transport and road safety strategies and programmes and to co-ordinate such strategies and programmes under supervision to ensure the effective operation of the service.

#### **The key roles of this post will include:**

1. To support the Team Leader and the Road Safety Officer in relation to the delivery of the Council's road safety strategies and programmes.
2. To support the Team Leader and the Road Safety Officer in relation to the day to day management of the Council's Bikeability Trainers and School Crossing Patrol staff.
3. To support the Team Leader and the Assistant Transport Planner in project managing the development and implementation of the Council's Travel Plan.
4. To assist in the development, marketing and delivery of specific Schools Go Smarter projects and to demonstrate a range of knowledge and skills in relation to the functions and duties undertaken within the Service.
5. To support the Team Leader and the Assistant Transport Planner in relation to the development and delivery of the Council's Sustainable Modes of Travel Strategy.
6. To assist in the development and delivery of the Council's strategy to influence mode shift on the journey to school and to assist in the development and delivery of Work Place Travel Plans and sustainable travel awareness throughout the Borough.
7. To keep abreast of appropriate current technical, legislative and administrative matters in order to provide advice, guidance and direction as required.



## Knowledge & Qualifications

### Essential:

#### Knowledge

- Sustainable travel and road safety policies and strategies
- The benefits of active and sustainable travel
- Sustainable travel modes (and a willingness to use these)

#### Experience

- Demonstrating good organisational and communication skills
- Demonstrating good numeracy, literacy and IT skills encompassing information and data management using databases

#### Qualifications

- 5 GCSE passes at Grade 4 or Grade C or above (or equivalent).

### Desirable:

#### Knowledge

- Local Government procedures
- Basic bike maintenance and cycle training methods

#### Experience

- Working in an educational environment
- Appropriate IT software applications specific to post

#### Qualifications

- Education to degree level or possession of appropriate qualification in relevant discipline
- Coaching qualification
- Cycle Trainer or Walk Leader



## Competencies

<b>Customer Focus</b>	Puts the customer first and provides excellent service to both internal and external customers
<b>Communication</b>	Uses appropriate methods to express information in a clear and concise way to make sure people understand
<b>Team Working</b>	Works with others to achieve results and develop good working relationships
<b>Making things happen</b>	Takes responsibility for personal organisation and achieving results
<b>Flexibility</b>	Adapts to change and works effectively in a variety of situations
<b>Learning and Development</b>	Actively improves by developing and applying new skills and knowledge and learns from past experiences