**Job Description**

**Post Title:** Transport Planning Officer – Decarbonising Transport

**Post Reference:** TVCA 244

**Grade**: L

**Duration:** Three Years Fixed Term

**Responsible to:** Transport Planning and Infrastructure Manager

**Job Purpose**

## To support the implementation of the decarbonising transport priority within the Strategic Transport Plan and delivery of related projects within the Integrated Transport Programme.

**Duties & Responsibilities**

1. To oversee the successful management, co-ordination, and delivery of the ‘Let’s Green Tees Valley’ funded programme. The programme aims to reduce carbon emissions by increasing the uptake of electric vehicles across Tees Valley.
2. To work alongside commercial electric and hydrogen vehicle infrastructure providers to maximise commercial investment into Tees Valley and help to ensure a co-ordinated and integrated network.
3. To support business and the public sector to secure grant funding for electric and hydrogen vehicle infrastructure and vehicles to maximise grant investment into Tees Valley.
4. To support the development of business cases in accordance with the Treasury’s advice on evidence-based decision making set out in the Green Book and Department for Transport (DfT) guidance.
5. To ensure the ‘Let’s Green Tees Valley’ funded programme is delivered in line with the processes set out in the Combined Authority’s Investment Programme and Assurance Framework and any other external funding requirements.
6. To work closely with the Tees Valley local authorities and other local delivery partners/businesses in the delivery of the funded ‘Let’s Green Tees Valley’ programme.
7. To ensure that the Tees Valley works collaboratively with strategic partners including, but not limited to, the Department for Transport, Network Rail, Highways England and Transport for the North.
8. To take advantage of funding opportunities for decarbonising transport projects, including the development of bids to secure additional funding and supporting business to secure investment.
9. To commission and manage external consultants as required.
10. To ensure decarbonising transport facilitates the Combined Authority’s wider priorities around economic growth, job creation, business investment, skills, social opportunity and culture & tourism.
11. To prepare high quality reports, briefing notes and contract delivery updates for a range of audiences, including senior managers, politicians, partners and funding providers.
12. To make best use of data and research to underpin our approach to delivery.
13. To work with procurement and legal colleagues to procure the goods and services required for the delivery of the ‘Let’s Green Tees Valley’ programme ensuring quality and value for money and adherence to public procurement regulations / funding timescales.
14. To manage the performance of individual contracts to ensure that contractors who have been procured to deliver elements of the programme meet contractual requirements.
15. Representing the Combined Authority at local, regional and national meetings and events.
16. To contribute to the identification and effective management of risks associated with delivery of the Strategic Transport Plan and ‘Let’s Green Tees Valley’ programme.
17. To take reasonable care of your own Health and Safety and co-operate with management, so far as is necessary, to enable compliance with the health and safety rules and legislative requirements.
18. To work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
19. To ensure compliance with Corporate Governance procedures and the Data Protection Act.
20. To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.

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