# Person Specification

**Transport Planning Officer – Decarbonising Transport**

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| **Qualifications and experience** | | | |
| **Criteria** | **Essential** | **Desirable** | **Method of assessment** |
| **Qualifications and Education** | Degree or equivalent in a relevant or transferable field  Evidence of Continuous Professional Development | Transport or infrastructure specific qualification | Application |
| **Experience and knowledge** | Experience of being responsible for leading the delivery of transport projects or areas of work  Experience of delivering against fixed deadlines, including planned outputs and outcomes  Experience of preparing business cases and submitting funding bids  Project budget management and reporting experience  Proven experience in the development and management of effective partnerships with key stakeholders  Ability to prepare and present well both in writing and visually  Ability to attend and present at officer and committee meetings  Knowledge of Government and stakeholder bodies and the current issues related to the role  Experience of delivering complex programmes and the associated assurance processes | Experience of working within a local government context and associated policies and procedures  Experience and knowledge of project management methodologies  Experience of working alongside commercial providers  Experience of securing grant funding  Demonstrable experience in the delivery of electric and/or hydrogen vehicle infrastructure projects or similar capital projects | Application and Interview |
| Skills | Ability to manage a varied and complex workload  Long and short term planning skills and the ability to set targets and monitor delivery against plans  Excellent interpersonal and communication skills  Excellent report writing and presentation skills  Ability to take ownership and be proactive in developing solutions  Ability to build effective working relationships  Ability to interpret statistical analysis and research | Ability to manipulate data and maximise the potential from technology | Application and Interview |
| Personal attributes | Highly motivated and enthusiastic  Delivery orientated  Strong team player  Resilient  Commercial acumen |  | Interview |