**JOB DESCRIPTION**

**Neighbourhoods & Regulatory Services**

**JOB TITLE:** Transport Officer

**DIVISION:** Place Management

**GRADE:** Band 7

**RESPONSIBLE TO:** Passenger Transport services Team Leader

**POST REFERENCE:**  103201

**Purpose of Post**

To contribute to the effective operation and administration of the Passenger Transport Service, working in partnership with external agencies and other internal departments.

**Main Duties and Responsibilities**

1. To support the Transport Co-ordinator with the supervision and day to day operation of the passenger transport service.

2. To undertake administrative functions relating to the passenger transport service

3. Liaise with internal and external bodies regarding the services operated on behalf of HBC

4. Process applications for transport and travel assistance across a variety of service areas

5. Process invoices and assist in financial management

6. Coordinate the Disclosure and Barring background checks for staff and contractors and maintain an effective tracking system

7. Assist with the recruitment, supervision and appraisal of Drivers and passenger Assistants.

8. Deal with queries from parents, schools and other departments and agencies relating to transport and travel.

9. Assist with the liaison with PTS clients in relation to the provision and coordination of private hire arrangements

10. Ensure the records relating to all transport provision are adequately maintained

11. Facilitate meetings as required, and on occasions prepare and deliver presentations/training to appropriate audiences.

12. Assist in the establishment of administrative systems and procedures; review their effectiveness and efficiency and update guidance as necessary.

13. Assist in ensuring that there is compliance with all deadlines, security requirements and working systems and procedures.

14. Assist with the preparation of reports and notes, systems of administration, minutes, estimates and costings, statistical returns and other documentation as required.

15. Attend and participate in training and development courses for staff as required, and participate in schemes of assessment, professional development and review.

16. Support all operational requirements in relation to the provision of passenger transport services, including driving vehicles and providing passenger assistant services as and when required

17. To undertake any other duties of a related nature which might reasonably be required

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: 2nd February 2021

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**