

PERSON SPECIFICATION
Active Travel Programme Officer

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	<p>Degree or equivalent in a relevant field</p> <p>Evidence of Continuous Professional Development</p>	<p>Transport, behaviour change or marketing qualification</p>	<p>Application</p>
Experience and knowledge	<p>Experience of being responsible for leading the delivery of projects or areas of work</p> <p>Experience of delivering against fixed deadlines, including planned outputs and outcomes</p> <p>Experience of preparing business cases and submitting funding bids</p> <p>Project budget management and reporting experience</p> <p>Proven experience in the development and management of effective partnerships with key stakeholders</p> <p>Ability to prepare and present well both in writing and visually</p> <p>Ability to attend and present at officer and committee meetings</p> <p>Knowledge of Government and stakeholder bodies and the current issues related to the role</p>	<p>Experience of working within a local government context and associated policies and procedures</p> <p>Experience and knowledge of project management methodologies</p> <p>Knowledge of active travel best practice</p> <p>Experience of delivering active travel programmes or wider behaviour change programmes</p> <p>Experience of developing and implementing a branding strategy</p> <p>Experience of managing website development</p> <p>Experience of managing an incentive scheme</p>	<p>Application and Interview</p>
Skills	<p>Ability to manage a varied and complex workload</p> <p>Long and short-term planning skills and the ability to set targets and monitor delivery</p>		<p>Application and Interview</p>

	<p>against plans</p> <p>Excellent interpersonal and communication skills</p> <p>Excellent report writing and presentation skills</p> <p>Ability to take ownership and be proactive in developing solutions</p> <p>Ability to build effective working relationships</p> <p>Ability to interpret statistical analysis and research</p>		
Personal Attributes	<p>Highly motivated and enthusiastic</p> <p>Delivery orientated</p> <p>Strong team player</p> <p>Resilient</p>		Application and Interview