

<b>Transport Enumerator (Casual/Relief)</b>				<b>Purpose</b>			
Reference No.	WW1059	Type	Individual	To conduct various types of on-street surveys, engaging with members of the public and gathering information on behalf of the Council.			
Service	Roads & Transportation Services						
Job Family	Technical 1	Grade	FCLW				
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility		<b>E</b>	<b>D</b>
Providing a front-line service on behalf of Fife Council to gather transportation related information as requested.				Educated to SCQF level 5, including Maths and English at National 5 or SVQ level 2 or Standard Grades at Credit level or equivalent. Experience of working in a similar environment.		✓	✓
Performing a variety of surveys including, but not limited to, pedestrian counts, route user surveys, parking counts, parking occupancy and duration surveys.  Survey duration and location will vary based on the requirements of the data required.  Undertake training to achieve competence in aspects of the role.				Flexible approach to working hours. Regularly available for shifts. Ability to travel to locations across Fife. Ability to work outdoors, potentially in inclement weather. Knowledge and interest of town centre survey work.		✓ ✓ ✓ ✓	✓
Conducting questionnaire survey interviews with members of the public.				Survey interviewing skills.			✓

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Collating and disseminating information.	Oral and written communication skills.	✓	
Providing information relating to surveys to members of the public when approached.	Positive attitude to customer care (Customer Focus).  Ability to handle difficult customers.	✓	
Inputting observed data into handheld mobile survey device, logging data on paper sheets, and submitting survey results by e-mail/post.  Adhere to the Council's policies and procedures for good records management ensuring that the correct information is created, maintained, stored and retrieved in accordance with business need and statutory and legislative requirements.	Accurate data collection with good attention to detail (Delivering Results).  Digital skills to deliver services (Embracing Technology and Information).	✓	
Gathering information in areas with live traffic, including on street, roadside, car parks, public transport hubs.	Experience and awareness of good health and safety practices.	✓	
Working as part of a team or on your own depending on the requirements of the survey work.  Ensure that all activities for which the post holder is responsible are delivered in accordance with the Council's Equality and Diversity Policies and the statutory and specific Equality Duties.	Effective team worker (Working Together).  Time management ability.  Self-motivated to work with minimum supervision (Taking Ownership).	✓	
The post holder may be required to perform duties, appropriate to the post, other than those given in this role profile. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this role profile from time to time.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>	
<p><b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>	
<b>Additional Information – the following information is available:</b>	<b>Expected Behaviours</b>
<ul style="list-style-type: none"> <li>• How We Work Matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values:</p> <ul style="list-style-type: none"> <li>• Working Together</li> <li>• Delivering Results</li> <li>• Customer Focus</li> <li>• Embracing Technology and Information</li> <li>• Taking Ownership</li> </ul> <p>Please refer to How We Work Matters Guidance to learn more.</p>