



Role Profile

TRAVEL PLAN CO-ORDINATOR

Reference No.	1SS1404	Type	Individual
Service	Assets, Transportation & Environment – Roads & Transportation		
Job Family	Para-Professional 4	Grade	FC6

Purpose
To support and advise schools on the development of School Travel Plans and to promote Travel Planning and travel choices to organisations and individuals across Fife.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Developing good working relationships with schools and across Services to encourage partnership working.	Educated to SCQF level 7, which includes HNC in a relevant subject or Advanced Highers or equivalent	✓	
	Ability to provide a regular and effective service	✓	
	Experience in an appropriate field such as Transportation, Education, Travel Information and Marketing, Environment, Road Safety or Health Promotion	✓	
	Problem solving skills (Take ownership)		✓
	Team working skills (Work together)		✓
	Ability to work under pressure and to tight deadlines		✓

E = Essential Criteria D = Desirable Criteria

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
	Awareness of Transportation Policies/road safety legislation & policies	✓	
Contribute to, and report on, the monitoring of performance, expenditure and budgets.	Experience in performance and budget management		✓
Understanding of how Road Safety, Bikeability and Travel Planning fit in with the overall Council environment, economic and social strategies and policies.	Knowledge of policy and procedures within Fife Council	✓	
Advising and supporting local schools through the development of School Travel Plans.	Specific experience in Transport Planning		✓
Promoting Travel Planning, Bikeability and Road Safety widely throughout Fife to organisations and individuals at events within the educational establishment, workplaces and the community.	Awareness of Transportation Policies/road safety legislation & policies Presentation skills Experience of managing own workload, set targets and meet deadlines Numeric / statistical skills Accuracy in work Experience of working with minimal supervision	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓

E = Essential Criteria D = Desirable Criteria

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
	Team working skills (Work together) IT skills – especially Microsoft Office packages (Embrace technology and information) Flexible approach to work	✓ ✓ ✓	
Advising and enthuse individuals to maintain momentum and see their Travel Plans through implementation and to implement further measures in the event that they do not reach their desired modal shift. Demonstrating creativity and flair in design and implementation of effective marketing and awareness raising campaigns to achieve a modal shift away from lone car use. Provide support with the implementation of Travel Plans.	Experience of research, compiling and presenting information with minimal supervision. Able to take regular active involvement in walking and cycling (Take ownership)	✓ ✓	
Attending events with marketing materials and discussing/promoting Road Safety, Bikeability and Active Travel with individuals.	Communication skills (Deliver results) Strong personality and outgoing	✓ ✓	
Assisting in the development and monitoring of Travel Plans.	Experience in liaising with Council representatives and external organisations		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Job Title (Specialists Tasks)			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: 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.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<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> <p>Please refer to How We Work Matters Guidance to learn more.</p>