

| LEAD CONSULTANT – Sustainable Transport & Parking | | | |
|--|---------------------------------|-------------------|---------|
| Reference No. | G419.01 (5) | Type | Generic |
| Service | Roads & Transportation Services | | |
| Job Family | Professional 3 | Anticipated Grade | FC9 |

| Purpose |
|--|
| Professional supervision, specialist and technical guidance, management and co-ordination of the activities and functions of the team and others within and outwith the Service to ensure the consistent development, improvement and delivery of high quality, best value, customer focused services. |

| Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken: |
|--|
| Managing and providing the team with professional leadership, direction and support. Set and maintain standards of conduct and performance. |
| Managing the workload of the team to ensure the efficient and effective use of staff resources to ensure service delivery. |
| Establishing effective linkages and strong working relationships with key contacts both internal and external to the Council to help promote the Service and improve service delivery. |
| Preparing and delivering committee reports, presentations, papers on specific Service issues ensuring proposals align with Council and Service objectives and priorities |
| Co-ordinating the scheduling of workload and resources to provide an effective and programmed service ensuring effective utilisation and amangement of resources |
| Reviewing new legislation and technical standards within the area and develop responses, strategies and policy reviews to meet new legislative and technical requirements |

| Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility | E | D |
|---|----------|----------|
| Leadership and performance management skills | ✓ | |
| Educated to SCQF level 9, which includes, a Degree or equivalent | ✓ | |
| Chartered Member of a Professional Institution | | ✓ |
| Communication skills | ✓ | |
| IT skills (Embrace Technology & Information – See How We Work Matters framework) | ✓ | |
| Project Management delivery (Take ownership) | ✓ | |
| | | |

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 |
|---|---|----------|----------|
| Assisting the Service Manager in coordinating the workload of the unit, including the production of team plans in accordance with the service planning process. | Resource Management skills | ✓ | |
| Responding to urgent/ emergency changes in unit priorities by moving staff within the Unit to deal with unplanned peaks and troughs in the unit's overall priorities. | | | |
| Managing health, safety and welfare to ensure that the requirements of legislation. Policy and procedures are properly implemented to make the working environment as safe and healthy as possible for employees and others who may be affected | In-depth working knowledge of Health and Safety | ✓ | |
| Maintaining an overview of unit activities in order to meet agreed targets eg re-allocation of resources, identify and prioritise activities etc | Organisational skills | ✓ | |
| Ensuring the future skills and competency requirements of the unit are addressed through regular unit briefing sessions, unit meetings or informal contact. | Experience and ability to demonstrate resource management skills | ✓ | |
| Appraising the Service Manager of developments affecting the work of the unit. | | | |
| Setting, agreeing and monitoring forward work plans for the unit in line with customer, contractor, Service and corporate priorities. | Experience of leading effectively while under pressure (Deliver results) | ✓ | |
| Investigating and resolving complaints where required and review the nature of the complaint to develop system improvements as required. | Experience of dealing with complaints (Focus on customers) | | ✓ |
| Reviewing practices and procedures to promote improvements to service delivery, customer satisfaction and more effective use of resources. | | | |
| Assisting the Service Manager in the preparation of budgetary estimates, spending profiles and plans allied to the targeted priorities of the Service. | Financial and budgetary skills | ✓ | |
| Ensuring appropriate audit, control and collection procedures are implemented to monitor and recover income charges and fees. | | | |
| Seeking opportunities to enhance income streams and develop business cases and funding bids in order to enhance team budgets e.g. through external funding support and partnership approaches to service delivery. | Experience of using financial awareness to manage budgets and demonstrate value for money in service delivery | ✓ | |

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 |
|--|---|----------|----------|
| Contributing to the Council's efficiency agenda by implementing change to ensure a reduction in the cost of service delivery whilst maintaining and potentially improving services | Knowledge and ability to drive forward change under challenging circumstances | ✓ | |
| Providing internal and external policy and strategy advice | Knowledge of conditions of contract and tendering procedures | | ✓ |
| Developing and preparing partnerships agreements with other operators/outside bodies/private sector etc for aspects of public transport infrastructure/parking management. | Performance management skills | ✓ | |
| 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: | | | |
|--|---|-----------------------|----------|
| 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 |
| Car Parking Strategy & Operations | | | |
| Leading the Car Parking Strategy & Operations team in the development of car parking strategies and plans and the strategic and operational management of car parking in Fife through Decriminalised Parking Enforcement (DPE) powers. This includes the management of Fife’s public car parks (2 main park and ride sites and 172 public car parks) to ensure they are fit for purpose, safe for users, maintained and improved in line with the Asset Management plan. | Resource Management skills Analytical, Financial and Budgetary skills Professional leadership and support skills (Work together) Extensive knowledge and experience in Roads and Transportation policies and practices Possess a high degree of political awareness and sensitivity with the ability to relate to elected members | ✓ ✓ ✓ ✓ ✓ | |
| Leading and manage the preparation, monitoring and review of the Council’s Parking Strategy (incl. financial analysis), including the further development of Decriminalised Parking Proposals (DPE). | | | |
| Contributing to the development and implementation of car parking and car parking charges policy issues and contribute to the achievement of LTS parking strategy objectives | | | |
| Ensuring car parks are maintained to ensure public safety and identify, develop and implement improvements within budgetary constraints. | | | |
| Controlling and monitoring the service car parking account including car parking income and expenditure budgets. | | | |
| Leading and manage the development of the Area Parking Plans. Manage both on and off-street parking infrastructure, prepare and develop asset management plans for maintenance and improvements. | | | |
| Leading and co-ordinate the day to day supervision and control of car park usage, including the handling of notices of surcharge, appeals and complaints etc. | | | |
| Managing residents and season ticket parking schemes including the issue & renewal of permits etc. | | | |

Role Profile

| Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following: | | | |
|--|---|-----------------------|----------|
| 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 |
| Managing and co-ordinate service contracts for cash collection, ticket machine maintenance and ticket supply. | | | |
| Transport Networks | | | |
| Leading the Transport Networks team in the development, management and preparation of the Council's Strategic Transportation Strategies, Area Transportation Plans and major projects by undertaking widespread consultation with the public, elected members and Stakeholders, and co-ordinating input from internal and external sources, ensuring alignment with strategic national, regional, council and community planning partners' priorities. | Resource Management skills Analytical, Financial and Budgetary skills Professional leadership and support skills (Work together) Extensive knowledge and experience in Roads and Transportation policies and practices Possess a high degree of political awareness and sensitivity with the ability to relate to elected members | ✓ ✓ ✓ ✓ ✓ | |
| Manage traffic and transportation monitoring functions (traffic flows, speeds, car parking, travel diary survey, attitudinal surveys, etc.) and provide the Council's input to the Transport Model for Scotland etc. | | | |
| Leading, managing and contributing to the development of Area Transport Plans. | | | |
| Undertaking strategic transportation studies, STAG appraisals and public consultation to develop and submit bids involving public and private sector partners, to the Scottish Government/Transport Scotland, employing external consultants, as required. | | | |
| Contributing to the development and management of initiatives to improve access to Fife's Town Centre/Committee Area by more sustainable modes, working with the public, elected members and stakeholders to achieve Fife's contribution to national targets to improve access to support local economies. | | | |
| Sustainable Traffic & Travel | | | |

Role Profile

| Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following: | | | |
|---|---|-----------------------|----------|
| 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 |
| Leading the Sustainable Traffic & Travel team in the development of Fife wide proposals for the reallocation of road and shared spaces to more sustainable modes including the promotion of all transport modes to achieve Fife's contribution to national targets and to improve access within town centres to support the local economies. Coordinate the implementation of traffic management policies and strategies Fife-wide. | Resource Management skills Analytical, Financial and Budgetary skills Professional leadership and support skills (Work together) Extensive knowledge and experience in Roads and Transportation policies and practices Possess a high degree of political awareness and sensitivity with the ability to relate to elected members | ✓ ✓ ✓ ✓ ✓ | |
| Undertaking the strategic role for cycling and secure external funding and co-ordinate the investment in facilities in line with partnership initiatives with Sustrans and Cycling Scotland etc., to help meet national active travel targets. | | | |
| Leading and manage the Service's contribution to partnership initiatives with Sustrans, etc, to improve help meet national cycling targets (eg Make your move Kirkcaldy). | | | |
| Preparing, monitoring and reviewing the Council's Cycling Strategy and develop and deliver improvements to cycling & walking networks. | | | |
| Developing strategy to improve interchange facilities and access between services and between different modes (walk/cycle/bus/rail/ferry/air). | | | |
| Proactively developing innovative funding bids to Europe, Scottish Government and other UK funding sources for the delivery of wide ranging sustainable transport initiatives. | | | |
| Reviewing new legislation and technical standards within the traffic management area and develop responses, strategies and policy reviews to meet new legislative and technical requirements. | | | |
| Road Safety & Travel Planning | | | |
| Leading the Road Safety & Travel Planning team in the development and implementation of Road Safety and Travel Planning policies and strategies. | Resource Management skills Analytical, Financial and Budgetary skills | ✓ ✓ | |

Role Profile

| Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following: | | | |
|--|---|-------------|----------|
| 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 |
| Leading and manage the preparation, monitoring and review of the Fife Council Travel Plan. | Professional leadership and support skills (Work together) Extensive knowledge and experience in Roads and Transportation policies and practices Possess a high degree of political awareness and sensitivity with the ability to relate to elected members | ✓ ✓ ✓ | |
| Leading & co-ordinating the travel plan strategy for schools, businesses and personalised travel plans. Facilitate & support the development and delivery of school travel plans, including partnership with Sustrans, Cycling Scotland and Paths for All. | | | |
| Developing public awareness of the needs and benefits of reducing travel requirements and switching to sustainable options using travel awareness campaigns, and the promotion of all transport modes, Tripshare Fife, Travel Fife. | | | |
| Undertaking the strategic role for encouraging behavioural change and secure external funding and co-ordinate the investment in facilities in line with partnership initiatives with Sustrans, Paths for All and Cycling Scotland etc., to help meet national active travel targets | | | |
| Engaging actively with formal partners, including Police Scotland, in developing multi agency road safety strategies, public consultation exercises, road safety development and planning and input to Fife's Community Safety Strategy, the national Road Safety Framework and national Policing Plans. | | | |
| Analysing diverse and complex information from a variety of different sources to review, develop and implement Speed Management Strategies, and input to Road Safety Action Plans, Route Accident Reduction Plans and local Policing Plans etc | | | |

Role Profile

| Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following: | | | |
|--|---|-----------------------|----------|
| 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 |
| Managing and maintaining the Crash Database System in liaison with Police Scotland, including crash statistics analysis, research and crash investigation. | | | |
| Reviewing and analysing trend information from the Fife Crash Database System to inform the identification and prioritisation of road safety interventions to achieve the required casualty reduction targets. Lead & co-ordinate the responses to road crash history enquiries including freedom of information requestes | | | |
| Climate Change & Partnerships | | | |
| Leading, coordinating and developing the Council's policies and statutory duties in respect of its Climate Change requirements for Roads and Transportation, including the Council's Climate Change Adaptation Plan, Air Quality Action Plans and a Sustainable Energy Climate Action Plan for Fife (SECAP). And, assist in the development of partnership working and funding opportunities for Roads and Transportation through SESTRANS, TACTRAN and Scottish Government sources. | Resource Management skills Analytical, Financial and Budgetary skills Professional leadership and support skills (Work together) Extensive knowledge and experience in Roads and Transportation policies and practices Possess a high degree of political awareness and sensitivity with the ability to relate to elected members | ✓ ✓ ✓ ✓ ✓ | |
| Leading and managing the review of the Council's Climate Change Adaptation Plan and influence the budget setting process for the Council as a whole in relation to dealing with the adverse impacts of climate change on the Council's infrastructure. | | | |
| Preparing, monitoring and reviewing the Services' Energy Action Plan (covering Fleet, Travel, Recycling, Street Lighting, offices, depots, bus stations & Ferrytoll). | | | |
| Preparing strategy, undertake surveys and produce monitoring reports to meet Council's policies and statutory duties in respect of Fife's Air Quality Action Plans and travel statistics, including input to the Carbon & | | | |

Role Profile

| Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following: | | | |
|---|---|----------|----------|
| 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 |
| Renewables Group, the State of Fife Report, the Fife Climate Change Strategy and the Plan for Fife. | | | |
| Leading and managing research into the emerging Green Fleet area and lead the development of business cases and funding bids to invest in low carbon vehicles and new fuel technologies, speed limiting equipment / vehicle tracking / driver feedback technology within the Service and the Council, and deliver measures to encourage more fuel efficient driving by Council staff. | | | |
| Assisting with the promotion of regional partnerships, e.g. SESTRANS and TACTRAN, provide input to the development of regional strategies and deliver relevant services through extensive partnership working. | | | |
| Providing Transportation input to the Local Improvement Plan (LOIP) for Fife. | | | |
| Preparing strategies and provide advice in respect of the Forth Estuary Transportation Authority and relevant Bridgehead issues e.g. Forth Bridgehead issues, and similarly for the Tay Bridge Board. | | | |
| Preparing strategies and provide advice in respect of the influence of Edinburgh's New Transport Initiative on transportation issues to and from Fife. | | | |
| Liaising with the Scottish Executive, neighbouring Local Authorities and other external public and private bodies on a number of issues including the Public Transport Fund. | | | |
| Proactively engaging with the Scottish Government's 'Plugged in Places' initiative to deliver a network of charging points for electric vehicles at strategic car parks and transport interchanges throughout Fife. | | | |

Role Profile

| Local Transport Strategy- Lead Consultant |
|---|
| Prepare and review the Local Transport Strategy (LTS) covering all Fife-wide, regional and National Transportation activities. Undertake wide public consultation with Stakeholders, and coordinate input from other internal and external sources. |
| Monitor the delivery of the LTS, set realistic targets and prepare input to the resource plan to match the strategy. |
| Work with colleagues from within and outwith the service to help the Council and it's constituent Services adhere to corporate objectives |
| Liaise with the Scottish Executive and other external bodies on a number of issues including the LTS |
| Produce the Transportation Service input to the Fife Plan |
| Co-ordinate, monitor and review input to the Local Plans and other Fife Wide transportation issues |
| Assist in the promotion of, and participation in, the development of the relevant National Transportation Strategies and prepare Fife Council's input to such strategies |
| Undertake strategic transportation studies, STAG appraisals and prepare strategic transportation projects, employing external consultants as required |
| Produce the Transportation Service input to Economy, Planning & Employability Service. |
| Attend the Roads and Transportation Management Team meeting as required, reporting on transportation strategy issues, as necessary. |

| | | |
|--|---|--|
| Resource Management skills | ✓ | |
| Analytical, Financial and Budgetary skills | ✓ | |
| Professional leadership and support skills (Work together) | ✓ | |
| Extensive knowledge and experience in Roads and Transportation policies and practices | ✓ | |
| Possess a high degree of political awareness and sensitivity with the ability to relate to elected members | ✓ | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required | | | | |
|--|---|--|--|--|
| Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one). | PVG Children <input type="checkbox"/> | PVG Protected Adults <input type="checkbox"/> | PVG Both <input type="checkbox"/> | None <input checked="" type="checkbox"/> |
| | Basic Disclosure <input type="checkbox"/> | Standard Disclosure <input type="checkbox"/> | Enhanced Disclosure <input type="checkbox"/> | |
| Additional Information – the following information is available | | Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees: | | |
| <ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters | | <ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results | | |

| To be completed by Human Resources, Finance and Corporate Services | | | |
|--|--|--------------|--|
| Date created | | Line Manager | |
| Date agreed | | Job Analyst | |
| Date logged on iTrent | | JE Ref No | |