



# Role Profile

## Transportation Officer – Sustainable Transport and Parking

Reference No:	A5608		
Service:	Roads and Transportation Services		
Job Family:	Transportation	Grade:	FC7

### Purpose

To assist the Lead Consultant (Sustainable Traffic and Travel) in ensuring the effective development, implementation and operation of sustainable and active travel policies, projects and infrastructure in Fife, delivering high quality, customer-focussed services.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Assisting the Lead Consultant (Sustainable Traffic and Travel) with the development of sustainable and active travel policy and infrastructure, whilst delivering the Unit's customer-focused approach to service provision, consistent with the Council's corporate and service objectives/policies.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**      **D**

Educated to SCQF level 7, which includes HNC or SVQ level 3 or equivalent.

✓

Ability to provide a regular and effective service (Deliver results – See 'How We Work Matters' Framework)

✓

Post qualification experience of working in field of active and sustainable transport

✓

Membership of an appropriate professional body.

✓

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Maintaining an overview of the Sustainable Traffic and Travel team's activities to meet agreed targets by the allocation of resources to meet competing priorities and advise the Lead Consultant (Sustainable Traffic and Travel) of relevant issues as required. Monitoring budgetary expenditure, and assisting the Lead Consultant with the active and sustainable transport budget, providing information for the preparation of budgetary estimates, spending profiles and plans.	Experience of developing affordable, innovative solutions to provide active and sustainable transport services (Take ownership – See 'How We Work Matters' Framework)  Numeracy skills  Experience of budget monitoring	✓	✓   ✓
Deputising for the Lead Consultant (Sustainable Traffic and Travel) as required.	Ability to motivate, develop and support unit members using appropriate supervisory skills.	✓	
Understanding how active and sustainable transport development fits in with the overall Council transport, environment, economic and social strategies and policies.	Knowledge of active and sustainable transport services (Deliver results)  Knowledge of policy and procedures within Fife Council.	✓  ✓	
Establishing and maintaining appropriate links with internal stakeholders, including councillors, and external stakeholders, including community councils, equality groups, transport operators, SEStran, Transport Scotland, Sustrans, Cycling Scotland, adhering to the Fife Customer Charter.	Communication skills (Focus on Customers)  Partnership working (Work Together)	✓  ✓	
Seeking opportunities to maximise best value by pursuing partnership working approaches, identifying economies of scale and developing new methods of working and service efficiencies.	Initiative taking skills (Take ownership)  Partnership working (Work Together)	✓  ✓	
Assisting the Lead Consultant (Sustainable Traffic and Travel) in the preparation of all work policies and procedures managing the operation of the active travel network.	Knowledge of wider transport and access legislation and in particular, legislation including the Roads (Scotland) Act 1984, Road Traffic Regulation Act 1984, New Roads and Street Works Act 1991 and Land Reform (Scotland) Act 2003	✓	
Be responsible for ensuring a customer-orientated approach with the	Communication skills (Focus on Customers)	✓	

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emphasis on customer care and a service provision that reflects public needs, presenting a sympathetic and friendly manner whilst ensuring confidentiality.			
Create specifications and appropriate tender documents for contracts. Assessing returned tenders and performing the 'Client' role when managing consultants or contractors.	Knowledge of sustainable and active travel within Fife.  Experience in managing Transport/Transportation contracts (Focus on customers).	✓	✓
Monitor, analyse and interpret data from active travel surveys to identify where changes to the active travel network might be required and highlight any trends regarding patronage.	Experience of analysing data.  Attention to detail skills.  Problem solving skills.	✓  ✓  ✓	
Assist with the management and co-ordination of network infrastructure identification records, using digital geographic information systems, where appropriate, sharing relevant information with partner organisations when requested, ensuring that the correct information is created, maintained, stored and retrieved in accordance with business need and statutory and legislative requirements.	IT skills (Embrace technology and information, Identifying future technology)  Initiative taking skills (Take ownership)  Partnership working (Work Together)	✓  ✓  ✓	
Identify locations to expand the network of automatic pedestrian/cycle counters across Fife	Organisational skills  IT skills (Embrace technology and information)  Experience of monitoring and developing reporting methods.	✓  ✓  ✓	
Liaise with roads maintenance, traffic management colleagues and key stakeholders, sometimes at short notice, where diversions to the active travel network are required as a result of road closures and other incidents or events.	Partnership working skills (Work together)  Experience of working under pressure and to meet tight deadlines (Focus on customers)	✓  ✓	

E = Essential Criteria    D = Desirable Criteria

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			<b>E</b>	
		Persuading and influencing skills	✓	
Co-ordinate effective promotional campaigns to encourage a modal shift towards active and sustainable transport.		Communication skills (Focus on Customers)	✓	
		Partnership working (Work Together)	✓	
Develop, manage and support projects delegated by Lead Consultant (Sustainable Traffic and Travel) that support the Council's Local Transport Strategy and Active Travel Strategy by utilising technical and specialist knowledge, and recognised project management techniques.		Experience of project management and delivery	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.				

<b>Additional tasks or responsibilities</b> – this is a generic role; however this particular job may also require you to undertake the following:				
<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>

## 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:

- Skills Framework (if applicable)
- **How** we work matters

### Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.

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