



Role Profile

Transportation Officer – School Transport

Reference No.	A4591	Type	Individual
Service	Roads & Transportation		
Job Family	Para-Professional 5	Grade	FC7

Purpose

To assist the Lead Consultant (School Transport) in ensuring the effective organisation and delivery of transport arrangements for Mainstream and Additional Support Needs school children in Fife.

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 (School Transport) with the development of the school transport network whilst delivering the units customer-focused approach to service provision, consistent with the Councils 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 Advanced Highers or equivalent.

✓

Member of an appropriate professional body such as Chartered Institute of Logistics and Transport

✓

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

✓

Experience of working in the field of Passenger Transport

✓

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Deputise for the Lead Consultant (School Transport) as required.	Experience of motivating, developing and supporting unit members using appropriate supervisory skills.	✓	
Assist with the design and delivery of the school transport network, on a Fife wide basis, valued in excess of £14m per annum, taking into account, population changes, new housing developments, changes to the school estate, revisions to school times.	Experience of developing affordable, innovative solutions to provide passenger transport services (Take ownership)		✓
Manage the day to day operation of school transport contracts to ensure that the ongoing provision satisfies the demand for transport for entitled and, where possible, non-entitled pupils.	Knowledge of passenger transport services Knowledge of wider passenger transport legislation in particular legislation including the Transport Act 1985 and the Transport (Scotland) Act 2001	✓ ✓	
Arrange for regular bus operator surveys to determine passenger numbers and trends, analyse the information provided and make recommendations on improvements to the school local bus network.	Experience of forward planning and analysing data to create improvements	✓	
Liaise with transport providers and respond to requests from Education staff, social workers and other relevant contacts to provide new transport methods or make changes to existing arrangements.	Experience of communicating effectively with colleagues Experience of influencing and persuading others Experience of working under pressure and to meet tight deadlines	✓ ✓ ✓	
Create service specifications for school local bus contracts, participate in the evaluation of tender submissions to identify Best Value outcomes and prepare committee reports as part of the procurement process.	Knowledge of public transport within Fife Experience of analytical reasoning and decision making	✓ ✓	✓
Work with Council colleagues across Services, transport providers and the Police Liaison Officer to investigate and resolve timing, behaviour and any other issues affecting the operation of the contract.	Experience of partnership working (Work Together)	✓	

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Check school local bus registrations against service specifications and prepare and update the school bus timetables published on the Council's website and issued to parents/carers.	Experience of critically reviewing information Experience of using IT to introduce new ways of working (Embrace technology and information)	✓ ✓	
Identify mainstream pupils that require to travel by taxi or minibus and design school contracts accordingly, taking into account, walking routes, stopping places and the geography of the area.	Experience of problem solving	✓	
Award school contracts from a Framework Agreement and negotiate with transport providers on price when an alteration to a contract is required.	Knowledge and familiarisation of procurement processes		✓
Oversee the management, administration and allocation of duties for travel escorts.	Experience of working under pressure and to meet tight deadlines	✓	
Co-ordinate the systematic monitoring of school transport services to ensure that they are operated in accordance with the contract specification, legislation and Council policy.	Knowledge of policy and procedures within Fife Council		✓
Undertake walking route assessments with Council colleagues, the Police Liaison Officer and local members, as necessary, to determine entitlement to transport on safety grounds.	Knowledge of road safety issues	✓	
Participate in public consultations and liaise with parents/carers, local members, colleagues in other Council Services, transport providers, neighbouring authorities, Association of Transport Co-ordinating Officers (ATCO) and various external bodies to contribute to the provision of public transport that meets the needs of the people of Fife.	Experience of teamworking and an inclusive approach to reach Service goals (Focus on Customers)	✓	
Respond to enquiries and complaints relating to School Transport	Experience of writing reports and formal correspondence	✓	
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:

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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 – 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 		