



Role Profile

Technical Assistant (Travel Planning)			
Reference No:	A5765		
Service:	Roads & Transportation		
Job Family:	Transportation/Roads/Waste	Grade:	FC4

Purpose
To provide technical support to the Travel Planning Team.
Working directly with the Lead Consultant, Service Manage and technical staff to assist them in carrying out the duties of the section.

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
Assist the Lead Consultant in the performance of his/her duties.	Educated to SCQF level 5, which includes National 5 or SVQ level 2 or Standard Grades at credit level including Maths and English at level 3 or above, or equivalent. Educated to SCQF level 7, which includes HNC in Civil Engineering or a relevant subject or Advanced Highers or equivalent Experience in Transportation, Roads or related area of work	✓ ✓	✓

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Keeping records and databases and monitoring checks for staff, equipment and users, who attend events, participate in Bikeability, Event Incentives, etc Providing marketing and promotional, events, leaflets, webpages, advertising, support for the team.	Experience of working with Databases Experience of working to tight deadlines	✓	✓
Developing good working relationships with Councillors, schools, across Services and Community Groups to encourage active travel to/from and within schools and communities.	Experience of liaising with a range of internal and external customers e.g., Councillors, outside organisations and members of the public	✓	
Assist in the preparation of progress and other reports including the obtaining, researching and sorting of relevant information. Collate and analyse data into required format for presentation using computer packages as appropriate.	I.T. skills especially Microsoft Office packages Numerical / statistical skills	✓ ✓	
Supporting the delivery of Bikeability, Fife wide. Keeping records of Bikeability schools participation performance monitoring, fleet bike management (including help move bikes), budget monitor, BSI delivery staff PVG, insurance and qualification checks. Marketing and promotion.	Team working skills Knowledge of Local Government legislation and processes	✓ ✓	
Supporting Travel Planning, Fife wide Helping to promote active travel through schools and community engagement, events and mixed media.	Manual handling 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:

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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		
- Skills Framework (if applicable) How we work matters		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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