

Job Description

Job Title: **Transport Engagement Officer**

Service: **Passenger Transport Service**

POSCODE: **333016213**

Grade: P1 (Fixed term)

Overall purpose of the job

To:

- contribute to route optimisation for children and young people travelling to access special education provision
- work closely with SEND colleagues in the Council and in schools to ensure that Transport needs are included in the process of annual reviews and that transport implications are taken into consideration when specialist placements are being decided
- streamline systems and processes and improve the overall outcomes for young people whilst ensuring best value for money

Main accountabilities

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1.	Identify and undertake effective engagement with key stakeholders and partners – schools, parents, young people, transport colleagues and raise the project’s profile across services and service users by engaging with key stakeholders and presenting the themes and outcomes of the Transformation project.
2.	Work closely with colleagues within the Passenger Transport Service to ensure that the conversion into operational practice of the revised transport arrangements/routes identified by the postholder meets identified need and the overall aims of the review project.
3.	Working closely with SEND colleagues to help contribute to a culture of co-production across the whole of SEND Services.
4.	Ensure a focus on strengths-based practice to achieve positive outcomes, using the County Councils Changing the Conversation approach. Being able to see opportunities in complex cases, however small, and celebrating small achievements on the way to bigger goals.
5.	Assess impact and progress towards key milestones within the Transport Savings Project but creating and updating a project plan & completing monthly highlight reports.
6.	Report regularly including risk mitigation analysis and evaluation of progress on individual cases.
7.	Produce written progress reports and where required present to internal Passenger Transport Board & SEND Transformation Board.
8.	Consult and co-produce with children and young people with SEND and their parents when reviewing service provision.

9.	Improve management demand to out of county special placements by working with SEND colleagues on the placement & annual review processes.
10.	Work in partnership with parents/carers. Contact with parents and develop effective relationship with schools, professionals and other agencies.
11.	Negotiate transport provision with schools, settings and other agencies.
10.	Demonstrate an awareness and understanding of equality, diversity and inclusion.
11.	Ability to contribute to our commitment of becoming a Net Zero organisation by 2030.
12.	<p>Safeguarding commitment</p> <p>We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.</p>

Person Specification

Qualifications, knowledge, skills and experience

Qualifications Required	Subject	Essential/ Desirable
GCSE A-C	Maths and English	E
A levels /NVQ Level 4		E
Professional qualification and/or degree or equivalent qualifications/experience	Any relevant area	E
Teaching/SEND experience		D

Identify	Describe	Essential/ Desirable
Knowledge		
SEND	An understanding of the issues facing children and young people with SEND and their families	Essential
SEND/Transport	Knowledge on legislation relating to SEND and Children's Transport	Desirable
	Knowledge on the role the Local Authority has for children with SEND	Desirable
Skills		
Communication	Ability to use strength based approaches to influence partners within and outside the LA Ability to negotiate, challenge and mediate where required	Essential
Partnership working	Able to demonstrate a strong commitment to multi agency working and working with parents/carers Commitment to delivering high quality service that supports the needs of children and young with SEND and their families Encouraging cross partnership working, working to change a culture on the way people approach SEND transport	Essential
Organisational	Flexible and resilient approach to planning, organising and prioritising a demanding workload	Essential

Interpersonal skills and relationship building	Ability to work with a range of people including service users, schools, colleagues	Essential
Experience	Experience of working as part of a busy team and working on own initiative.	Essential
	An excellent understanding of the nature and importance of partnership working.	Essential
	Experience of working to tight deadlines with competing and changing priorities and pressures.	Essential
	Experience of leading multi-agency meetings.	Essential
Equality, Diversity and Inclusion (applies to all roles).	Ability to demonstrate awareness/understanding of equal diversity and inclusion and how it applies to this role. Commitment to equalities in service delivery and evidence of successful implementation of equalities in practice	Essential
Net Zero (applies to all roles).	Experience of communicating effectively in a variety of ways.	Essential
Safeguarding (applies to all roles working with children/vulnerable adults)	Demonstrate an understanding of the safe working practices that apply to this role.	Essential
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential
Disclosure level What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid	Field	Remote	Mobile
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