

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Principal Public Transport Officer

Highways and Transport - Place, Economy & Environment
Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.



West
Northamptonshire
Council

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

Purpose and impact:

The Highways and Transport Team provide statutory services that all residents of West Northamptonshire use. The team is responsible for providing a safe road network that operates efficiently and effectively, providing strategic direction for the future development of highway assets, public transport, active travel and all road users, being mindful of budget constraints, legislation and the sustainability agenda. The team also fulfils the County's duty to ensure the safe travel of eligible students to school.

The role exists to be the Council's senior officer and technical expert in public transport matters. They help to formulate the Council's policies around public transport and lead on the delivery of some of those policies, as well as supporting the delivery of the Council's statutory responsibilities with respect to public transport. Key activities will include leading a team of officers, supporting the activity of the Enhanced Partnership and managing the delivery of the local concessionary travel scheme and Council funded support for local public transport services.

Accountable to:

This role is accountable to the Sustainable Travel Manager and is responsible for the direct line management of 3 officers. The role sits within the Highways and Transport Service, part of the Place, Economy & Environment Directorate in West Northamptonshire Council.

Responsibilities:

1. Manage and supervise the work of the team engaged in delivery of the Council's policies and statutory responsibilities with regards to public transport, and the motivation, development and retention of the staff therein.
2. Support the implementation of the Enhanced Partnership Scheme and Enhanced Partnership Plan with local bus operators under the Bus Services Act 2017, lead on the development and implementation of the Bus Service Improvement Plan, and write or contribute to funding bids.
3. Manage budgets for minor bus infrastructure upgrades and repairs and support the team leader with the management of budgets (including external funding from Section 106 and third parties) for public transport improvement schemes and supported public transport services ensuring the best level of service is delivered to local communities in line with the Council's policies.
4. Oversee the English National Concessionary Travel Scheme (ENCTS) within the Council's area, ensuring that passes are issued and operators are reimbursed within the appropriate regulations, and ensure publication of the Council's statutory annual ENCTS scheme.
5. Lead on procurement activities, including liaison with internal procurement advisors, for Public Bus Contracts and Framework Agreements, Back Office Systems for the Bus Real Time Information System and ENCTS and any other contracts which may from time to time be required.

6. Take a strategic overview of the development of bus services and bus related infrastructure within the Council area and to develop ideas, projects and initiatives for their improvement. Respond to planning application consultations and advise on Section 106 agreements.
7. Represent the council at national/sub regional fora and work with other sustainable travel agencies and partners to advance local policies, initiatives and schemes. This includes liaison with rail service and rail station operators to improve service levels, multimodal interchange and passenger experience.
8. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
10. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Ability to deliver projects and to work in partnership with other agencies and stakeholders.	Essential	I
Ability to work on own initiative and apply creative and innovative thinking to projects, and emerging strategies.	Essential	I
Excellent interpersonal skills with the ability of communicating effectively at all levels and of presenting ideas on service issues to colleagues and the community.	Essential	I
Rational and innovative approach to problem solving and decision making	Essential	I
Negotiation skills, particularly in relation to bus service provision.	Desirable	I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
In depth knowledge of the workings of the bus industry, and the differences between commercial and subsidised operations.	Essential	I
Good understanding of the legislation around the bus industry, particularly the Transport Acts 1985 and 2000 and the Bus Services Act 2017, in relation to Enhanced Partnerships, service registrations, tendering and concessionary fares.	Essential	I
Understanding of legislation and practice surrounding planning applications	Essential	I
Understanding of the legal and organisational framework within which the rail industry operates and how this links to the work of the Council	Essential	I

Relevant experience:	Essential / Desirable	Measured by
Experience of the structure of Local Government and working with members.	Essential	A, I
Proven ability to deliver projects.	Essential	I
Proven experience of working in partnership with bus operators.	Essential	I
Budget management experience.	Essential	I
Experience of supervising and supporting the work of others in a team.	Essential	I

Education, training and work qualifications:	Essential / Desirable	Measured by
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Educated to Degree Level/NVQ 6 or equivalent	Essential	A
Postgraduate degree (masters level) or significant experience in a post related to public transport service planning.	Essential	A
Membership of a relevant professional institution and/or demonstration of significant continuing professional development.	Desirable	A
Project management qualification	Desirable	A

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Hours:	37	Primary work base:	Northampton
Job family band:	RT9	Worker type:	Part-flexible
Salary range:	£48,378-£51,571	Budget responsibility:	Circa £200k / year
People management responsibility:	3		

Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to worker from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home). The post holder should be able to attend occasional evening meetings and site visits when required.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.

V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

