**Job Description**

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| Job Title: Transport and Infrastructure Officer  |
| POSTCODE: New Shire Hall PE28 4YE |
| Grade: S01/S02 |

**Overall purpose of the job**

The Transport and Infrastructure Officer role in the Transport and Infrastructure Strategy team involves supporting the development and progression of transport and infrastructure policies, strategies and programmes for Cambridgeshire. This includes work to support District based transport strategies, transport programmes and transport scheme development.

The role involves working on strategic and county transport and infrastructure matters in support of Council and partner priorities. Officers will also support Principal and Lead officers who have responsibility for geographic areas (Cambridge and South Cambridgeshire or East Cambridgeshire, Fenland and Huntingdonshire). They will develop transport strategies and policies for the locality which align with City / District Local Plan aims and identify key interventions for delivery.

Officers will work with partners and across the team to help secure funding towards delivering key schemes. Part of the role involves inputting to Local Plans and Infrastructure Plans on key transport and infrastructure needs as well as working to support the policy approach for securing S106/ CIL towards priority schemes. Officers are expected to work across teams to support work on bid development for projects and support the development of an overarching programme for the funding of key projects.

Officers will also support work on developing transport projects in support of key corporate priorities, including options appraisal, scheme development and business case development as appropriate and required.

# Main accountabilities

As a team we like members to take ownership of their work whilst being supported in doing so. This means that there may be cases when suitable that this role will require leading some projects or elements of work.

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|  | **Main accountabilities** |
|  | **Customer and Delivery Focus*** Provide input into the work of officers in the Transport Strategy & Funding service on aspects including transport policy and early transport scheme development work and lead smaller studies where appropriate.
* Support the work of colleagues by engaging directly and appropriately with our customers and representatives from our partner organisations.
* Communicate clearly and appropriately with different audiences to develop and maintain stakeholder relationships- for example with District Council Officers, Consultants and Developers.
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|  | **Transport and Infrastructure Policies and Strategies** Support the development of appropriate transport and infrastructure policies and strategies for Cambridgeshire, including work supporting the development of District transport strategies, as well as developing integrated transport and infrastructure projects to support delivery of key corporate priorities. |
|  | **Partnership working and co-operative working**Work with other organisations and the private sector to develop and meet agreed transport and infrastructure objectives. Support local partners on developing a more integrated approach between planning and transport with local authorities, including working with Lead officer as key contacts for a specific area. Liaise closely with colleagues in the service, and more widely within the authority to ensure effective co-ordination and a “one organisation” response to important issues.Support in building, developing and maintaining partnerships relating to priority areas of transport, infrastructure and economy, and scope opportunities for external funding to deliver our priorities.Support projects and carry out as appropriate management / co-ordination across the Transport, Strategy and Funding service’s key projects and priority work areas related to transport, infrastructure and economic growth. This includes monitoring and reporting progress, managing risks and claims process, and monitoring income to ensure compliance with funders and council’s procedures and requirements. |
|  | **Project Work**Support work on identifying priority projects, schemes and measures for key locations across Cambridgeshire, and support the development of a policy approach for securing funding (S106/ CIL) and more innovative forms of funding) to help deliver priority transport and infrastructure scheme.Support work on bid development for transport and infrastructure projects and support the development of an overarching programme for funding key projects.Support project and scheme development work including inputting to development of business cases and bids to maximise leverage from external funding sources to deliver key priorities and develop and maintain related partner arrangements.Work across services and partners to support development of bids and coordinate bid process and help set up processes to ensure effective and successful bids/ projects which comply with contractual and corporate objectives.Support with monitoring budgets, identifying issues when they arise and consulting with colleagues/ partners on issues/ best way forward.Support the development and implementation of risk monitoring and management processes in accordance with corporate guidelines. Report on risks and monitor progress in accordance with guidelines |
|  | **Plans and Programmes**Support in providing policy input to plans and programmes to support the development and implementation of strategic transport & infrastructure objectives, and this includes work on co-ordination, project management, community engagement, review and monitoring of programmes and projects related to transport and infrastructure |
|  | **Major Transport Infrastructure projects**Provide support for the development and assessment of major transport infrastructure projects to support delivery of key corporate priorities. |
|  | **Assessment of development proposals**Support in assessing the transport impact of development proposals against the County Council’s strategic transport policy objectives.Contribute to the planning for transport and infrastructure requirements for development identified in the local plans. |

**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job - overseas equivalents will be recognised.

(Please note for some roles you may be required to register with a professional body e.g. Social Work England that have specific rules in relation to overseas qualifications).

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| Qualifications Required | **Subject** | **Essential/****Desirable** |
| GCSEs- 5 at Grades A-C | Must include Maths and English  | Essential  |
| Degree or Relevant and demonstrable experience of working in the transport planning field | In a discipline related to transport planning e.g.: geography, civil engineering, economics | Essential  |
| Recognised post-graduate or Qualification, or evidence of Continuous Personal Development in relevant fields | Transport Planning, Geography, Policy, Engineering | Desirable  |
| Professional Body Membership | e.g., Royal Town Planning Institute or Chartered Institute of Logistics and Transport, Chartered institute of Highways and Transportation | Desirable |

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

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| Identify  | Describe | Essential/Desirable |
| **Knowledge** | Knowledge of issues and challenges related to developing transport strategy and policies | Essential |
| Understanding of transport & infrastructure problems and possible solutions | Essential  |
| Understanding of legislation and funding opportunities affecting transport and infrastructure development | Essential |
| Understanding and knowledge of project management tools and techniques | Essential |
| Understanding of the issues surrounding development funding | Desirable |
| Experience of major development projects and knowledge of assessment of major development proposal | Desirable |
| Experience of work in planning /transport/ infrastructure | Desirable |
| Experience of developing transport strategy | Desirable  |
| **Skills** | IT- General competence and knowledge / experience of relevant software | Essential |
| Effective communications* Good communication skills both written and oral
* Ability to persuade and negotiate well
* Good interpersonal skills in groups, teams and one-to-one situations
 | Essential |
| Strategic thinking and analytical skills•Ability to understand the transport implications of development proposals and work with colleagues to formulate solutions to problems•Good problem solving and decision-making skills | Essential |
| Team working • Ability to plan, manage and prioritise workload in order to meet deadlines•Ability to work independently and as part of a team•Ability to work quickly and to deadlines• Demonstrates commitment to public services and has a creative and flexible approach to work.•Knowledge and understanding of consultation/ approval/ planning processes for transport projects | Essential |
| Clear customer awareness and sensitivity in consulting and dealing with the public and the media. | Desirable |
| **Equal opportunities** | Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs | Essential |

**Disclosure level**

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| What disclosure level is required for this post? | **None** | Standard |
| Enhanced | Enhanced with barred list checks |

**CAMBRIDGESHIRE BEHAVIOURS**

**Working together**

* Identify needs and initiatives for joint approaches to delivering services
* I work across and outside typical groups

**Integrity**

* I proactively identify and reliably respond to challenges to improve customer satisfaction
* I communicate this to colleagues and customers effectively

**Respect**

* I can identify the impact of my work on colleagues and customers
* I assess future needs and challenges, and put measures in place to meet these, appropriate to the groups affected.

**Excellence**

* I respond to and tackle current and future challenges, providing solutions in the work I undertake

## Special Requirements

### Essential:

* The post-holder may be required to visit sites and venues around the county to consult/ organise exhibitions and attend meetings, an ability to do this is required.
* Flexibility over hours of work as some work will be required out of normal hours

**Progression and Career Pathways**

The range of this post is S01 to SO2 – This is to support the employee’s growth towards working with a large amount of independence and less direct support. It also develops a career pathway through the organisation for somebody starting at a more junior role, and if they add value and demonstrate gaining the correct skills and knowledge they can progress through the pathway.

The grading of the employee will be reviewed on annual basis as part of the Council’s Rewards Conversation process. Progression is within the current job role grades and will be based around the employee’s development of skills, gaining of experience and becoming more autonomous – informed through Personal Achievement and Development Programme (PADP) process and Rewards Conversation. It will not be possible for an employee to progress through the pay scales at any other point.

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| **SO2**  | * Demonstrate the skills and aptitude and track record of leading larger, more complex transport policies and projects, including committee representation, and working with members.
* Demonstrate knowledge and understanding of transport polices and strategy development at a national, regional and local level.
* Support and lead of elements of the development of appropriate transport and infrastructure policies and strategies for Cambridgeshire, as well as developing integrated transport and infrastructure projects to support delivery of key corporate priorities.
* Work with other organisations and the private sector to develop and meet agreed transport and infrastructure objectives. Support local partners on developing a more integrated approach between planning and transport with local authorities, including working with the Lead Officer as key contacts for a specific area. Liaise closely with colleagues in the service, and more widely within the authority to ensure effective co-ordination and a “one organisation” response to important issues.
* Support project management / co-ordination across the Transport Strategy and Funding service’s key projects and priority work areas related to transport, infrastructure, and economic growth and where appropriate lead on these tasks. This includes monitoring and reporting progress, managing risks and claims process, and monitoring income to ensure compliance with funders and council’s procedures and requirements.
* Support work on identifying priority projects, schemes, and measures for key locations across Cambridgeshire, and support the development of a policy approach for securing funding (S106/ CIL and more innovative forms of funding) to help deliver priority transport and infrastructure scheme.
* Support work on bid development for transport and infrastructure projects and support the development of an overarching programme for funding key projects.
* Support project and scheme development work including inputting to development of business cases and bids to maximise leverage from external funding sources to deliver key priorities and develop and maintain related partner arrangements.
* Work across services and partners to support development of bids and coordinate bid process and help set up processes to ensure effective and successful bids/ projects which comply with contractual and corporate objectives.
* Monitoring budgets, identifying issues when they arise and consulting with colleagues/ partners on issues/ best way forward.
* Development and implementation of risk monitoring and management processes in accordance with corporate guidelines. Report on risks and monitor progress in accordance with guidelines.
* Support or provide policy input to plans and programmes to support the development and implementation of strategic transport & infrastructure objectives, and this includes work on co-ordination, project management, community engagement, review and monitoring of programmes and projects related to transport and infrastructure.
* •Work towards Chartered Membership to a Professional Body or demonstrate commitment to ongoing development.
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| **Scale S01 (entry level)** | * Support the team in providing policy input to plans and programmes to support the development and implementation of strategic transport & infrastructure objectives.
* Support the team’s efforts to build, develop and maintain partnerships relating to priority areas of transport, infrastructure, and economy.
* Support senior officers in various aspects of project management for the team relating to studies, scheme development, and bid development.
* Attend strategic transport related meetings, planning committees and appeal hearings as an observer to gain understanding of the processes involved.

This may include co-ordination, project management, community engagement, review and monitoring of programmes and projects related to transport and infrastructure. |