

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

Job description and person specification

## Transport Project Officer

Highways and Transport Service, Place 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.

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.



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## **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.

This role will be based in the Highways Development Liaison Team but will be expected to work across the Transport Strategy and Development Service. The role will be responsible for planning, coordinating and overseeing transport projects from inception through to completion. This role involves ensuring projects are delivered on time, within budget, and to the required quality standards. The Transport Project Officer will work closely with various stakeholders, including other Highways and Transport officers, officers from other council service areas, contractors, external transport stakeholders and the public, to ensure the successful delivery of transportation projects. The projects will include the development and implementation of new transport strategies and processes, as well as the development and delivery of transport interventions, policies and improvements.

## **Accountable to:**

This role is accountable to the Highways Development Liaison Manager and will join a team of 10 Highways Development Management and Agreements Officers. The role sits within the Highways and Transport Service, part of the Place Directorate in West Northamptonshire Council.

## **Responsibilities:**

1. Lead on the management, planning and coordination of transport projects, including the delivery on non-major transport schemes. Develop detailed project plans, including timelines, budgets, and resource allocation. Coordinate with internal and external stakeholders to ensure project objectives are met.
2. Lead on transport project stakeholder management. Engage with stakeholders to gather requirements, provide updates, and address concerns. Facilitate communication between project teams and stakeholders. Represent the Council positively at public meetings.
3. Manage transport project budgets. Monitor project budgets, track expenditures, and ensure financial resources are used efficiently. Prepare financial reports and forecasts.
4. Lead on transport project risk management. Identify potential project risks and develop mitigation strategies. Monitor and manage risks throughout the project lifecycle. Contribute to service and organisation wide reporting processes.
5. Lead on quality assurance of transport projects. Ensure projects meet quality standards and implement controls to maintain quality.
6. Lead on transport project reporting and documentation. Prepare and present project reports, including progress updates, financial status, and risk assessments. Maintain comprehensive project documentation. Progress projects through council decision making processes.

7. Procure technical and professional support in accordance with council procurement rules and contribute to monitoring contractor performance.
8. Be committed to continuing professional development and the acquisition of new skills, being prepared to undertake further training as and when required.
9. Research and develop innovative solutions that improve current internal practices and contribute to the ongoing improvement of the service.
10. 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.
11. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
12. 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 |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------|
| Strong analytical and problem-solving abilities.                                                                                        | Essential             | I           |
| Ability to work collaboratively with diverse teams and stakeholders.                                                                    | Essential             | I           |
| Excellent communication and interpersonal skills.                                                                                       | Essential             | I           |
| Strong project management skills, including planning, budgeting, and risk management.                                                   | Essential             | I           |
| Ability to work under pressure and meet tight deadlines                                                                                 | Essential             | I           |
| Ability to work on own initiative and with minimum of supervision                                                                       | Essential             |             |
| Committed to public service and to corporate and collegiate working across the Council demonstrating political awareness and judgement. | Essential             | I           |
| Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period. | Essential             | I           |
| Ability to prepare and present technical reports                                                                                        | Essential             | I           |
| Ability to use project management software and tools.                                                                                   | Desirable             | I           |

| Knowledge:                                                                                               | Essential / Desirable | Measured by |
|----------------------------------------------------------------------------------------------------------|-----------------------|-------------|
| Knowledge of project management methodologies.                                                           | Essential             | A/I/P       |
| Knowledge of environment, transport and sustainability issues                                            | Essential             | A/I/P       |
| Political awareness, knowledge, and understanding of Central and Local Government's political direction. | Desirable             | A/I         |

| <b>Relevant experience:</b>                                                              | <b>Essential / Desirable</b> | <b>Measured by</b> |
|------------------------------------------------------------------------------------------|------------------------------|--------------------|
| Minimum of 3 years of experience in transportation project management or a related role. | Essential                    | A/I                |
| Experience of the structure of Local Government and working with members.                | Desirable                    | A/I                |
| Experience of public consultation, exhibitions and engagement                            | Desirable                    | A/I                |
| Experience of working in a transport or highway field                                    | Desirable                    | A/I                |

| <b>Education, training and work qualifications:</b>                                                      | <b>Essential / Desirable</b> | <b>Measured by</b> |
|----------------------------------------------------------------------------------------------------------|------------------------------|--------------------|
| Bachelor's degree in Civil Engineering, Transportation Planning, Project Management, or a related field. | Essential                    | A                  |
| Project management training                                                                              | Essential                    | A                  |
| Project management qualification (such as Project Management Professional or PRINCE2)                    | 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:

|                                          |                   |                               |                 |
|------------------------------------------|-------------------|-------------------------------|-----------------|
| <b>Hours:</b>                            | 37                | <b>Primary work base:</b>     | Northampton     |
| <b>Job family band:</b>                  | 6                 | <b>Worker type:</b>           | Part-Flexible   |
| <b>Salary range:</b>                     | £34,203 - £37,067 | <b>Budget responsibility:</b> | £0.5m/yr approx |
| <b>People management responsibility:</b> | 0                 |                               |                 |

### Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to work 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 meetings off-site with stakeholders.

## 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.

|          |                 |                                                                                                                                                                  |
|----------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>T</b> | Trust           | We are honest, fair, transparent, and accountable. We can be trusted to do what we say we will.                                                                  |
| <b>H</b> | High Performing | we get the basics right and what we do, we do well. We manage our business efficiently.                                                                          |
| <b>R</b> | Respect         | we respect each other and our customers in a diverse, professional, and supportive environment.                                                                  |
| <b>I</b> | Innovate        | we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.                                          |
| <b>V</b> | Value           | We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness |
| <b>E</b> | 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.

