

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Active Travel 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 provides 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 local authority's duty to ensure the safe travel of eligible students to school.

The Active Travel Officer will focus on promoting and enabling active travel solutions for residents across West Northamptonshire. The role will be crucial in developing infrastructure, initiatives, and programs that encourage walking, cycling, and other forms of active travel. This contributes to reducing carbon emissions, enhancing public health, and reducing congestion while aligning with national and local transport and environmental strategies.

Accountable to:

The Active Travel Officer is accountable to the Principal Sustainable Travel Officer. This role sits in the Sustainable Travel Team, covering active travel, public transport and smarter travel behaviour change activities.

Responsibilities:

1. **Active Travel Development:** Develop and deliver projects that promote walking, cycling, and other forms of active travel in alignment with the council's sustainable transport strategies and initiatives.
2. **Infrastructure Planning and Support:** Support the development of new infrastructure such as cycle lanes, walking paths, and other facilities, ensuring integration with broader transport plans and policies.
3. **Stakeholder Engagement and Partnership Building:** Work with local communities, schools, businesses, and other stakeholders to build support for active travel projects and ensure collaborative planning and implementation.
4. **Project Management:** Manage multiple projects focused on active travel, from conception to completion, ensuring delivery within budget and to agreed timelines.
5. **Grant and Funding Applications:** Support and contribute to funding bids, including those for government grants and partnerships with private or public sector organizations, to support active travel initiatives.

6. Communication and Promotion: Devise and implement promotional campaigns for active travel initiatives using various communication channels, including social media, public events, and direct engagement with communities.
7. Reporting and Evaluation: Monitor and evaluate the effectiveness of active travel projects, reporting on outcomes, and contributing to future strategy and planning.
8. Legislation and Policy Compliance: Ensure all projects comply with relevant legislation and local policy, including health and safety, environmental impact assessments, and sustainable transport standards.
9. 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.
10. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

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 communication skills, with the ability to engage effectively with a wide range of stakeholders.	E	A, I, P
Competent in project management, with the ability to manage multiple projects simultaneously.	E	A, I, P
Experience in promoting behaviour change in relation to sustainable travel and transport initiatives.	E	A, I, P
Excellent organisational skills, including budget management.	E	A, I, P
Proficient use of Office 365 (or willingness to undertake training during probation period).	E	A, I, P
Experience in delivering active travel infrastructure projects.	D	A, I, P
Experience in interpreting and analysing data to inform monitoring and evaluation of schemes	E	A, I, P

Knowledge:	Essential / Desirable	Measured by
Knowledge of sustainable transport, active travel policy and good practice.	E	A, I, P
Sound understanding of transport behaviour change methods and their application.	E	A, I, P
Familiarity with local authority procedures and stakeholder engagement.	E	A, I, P

Relevant experience:	Essential / Desirable	Measured by
Experience of planning policies and procedures and the development plan process and understanding of Section 106 Agreements used in relation to development	D	A, I, P
Proven experience in developing and delivering sustainable or active travel projects.	E	A, I, P
Experience working with external partners and stakeholders in the public or private sector.	E	A, I, P
Experience managing budgets and timelines for project delivery.	E	A, I, P

Education, training and work qualifications:	Essential / Desirable	Measured by
Educated to Degree Level/NVQ 4 or equivalent or significant and relevant work experience	E	A, I, D
A Project management foundation level or above qualification.	D	A, I, D

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.

Additional pre-employment checks specific to this role include

Enhanced DBS check as occasional work in schools and attendance at events involving children

Day-to-day in the role:

Hours:	37hrs pw	Primary work base:	One Angel Square, Northampton
Job family band:	Regulatory and Technical	Worker type:	Part-flexible
Budget responsibility:	N/A		
People management responsibility:	NA		

Working conditions & how we work:

The role requires occasional weekend and evening working at events usually during the spring and summer months

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).

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.

