



**North  
Northamptonshire  
Council**

## **Job Description and Person Specification**

### **Job details**

Job title:	Senior Public Transport Officer
Grade:	
Reports to:	Principal Public Transport Officer
Responsible for:	Public Transport Officers
Directorate and Service area:	Place & Economy, Highways & Waste

### **Purpose of the job (why the job exists)**

This job forms part of the small team which formulates the Council's policies around public transport and leads on the delivery of those policies alongside the Council's statutory responsibilities for public transport.

### **Principal responsibilities (please make these concise and ideally no more than 8)**

1. As part of the team engaged in delivery of the Council's policies and statutory responsibilities with regards to public transport, lead on specific elements of the implementation of the North Northamptonshire Enhanced Partnership Scheme/Plan with local bus operators and the drafting of the annual North Northamptonshire Bus Service Improvement Plan.
2. Review bus registration submissions and liaise with bus operators over changes to the commercial bus network and highlight instances where a potential loss of service may require action by the Council. Liaise with operators and local communities over the ongoing development of services.
3. To prepare services specifications and contract documentation for supported bus services to seek to procure the best level of service for local communities in line with the Council's policies and available budgets.
4. To manage the relationship with libraries and contractors regarding the issue of bus passes under the English National Concessionary Travel Scheme (ENCTS). To attend ENCTS consortium meetings. To resolve complex queries with regards to applications for bus passes on-line and through libraries.
5. To comment on planning applications for new developments from a public transport perspective, seeking bus service or bus infrastructure improvements where appropriate. Contribute to the drafting of Section 106, 38 or 278 agreements.
6. To manage the operational aspects of the Bus Real Time Passenger Transport Information system including being the lead contact for operators and the RTPi contractor over development and data matters. Liaise with colleagues responsible for maintaining displays to ensure assets are safe and operational.
7. To undertake specified 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.

8. To maintain the relationship with community transport operators including liaising with them to ensure timely supply of monitoring information and overseeing the payment of an annual grant to eligible providers. Being the point of contact for operational and development matters relating to Community Transport.

### **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

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



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## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Educated to degree level or equivalent	Member (or working towards membership) of Chartered Institute of Logistics and Transport
Experience and Knowledge	Understand how the bus industry works and the differences between commercial and subsidised operations	<p>Familiar with the legislation around the bus industry, particularly the Transport Act 1985 and 2000 and the Bus Services Act 2017. Understand the legal duties and requirements placed on the Council with regard to Enhanced Partnerships, service registrations and tendering and concessionary fares.</p> <p>Experience of working in partnership with bus operators, dealing with commercial registrations and service tendering and concessionary fares.</p> <p>Understand the context in which the Council responds to planning applications and how this contributes to the achievement of public transport objectives.</p> <p>Understanding the legal and organisational framework within which the rail industry operates and how this links to the work of the Council</p>
Ability and Skills	Ability to communicate clearly with councillors, senior management, bus operators and members of the public. Ability to write reports and contribute to policy documents.	

Attributes	Essential criteria	Desirable criteria
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	