

Job Description

Job Title: Active Travel Officer
 POSCODE: CCC2694
 Grade: P1

Overall purpose of the job

Cambridgeshire County Council has ambitious plans for the future development of its transport network in order to tackle the climate emergency, clean up our air, support active and healthy lifestyles and facilitate improved economic opportunities and growth. Increasing the number of people making their journeys by foot or by bike will form a key part of our work over coming years.

To achieve our ambitious vision for increasing walking and cycling uptake, coordination across all aspects of the council's operations will be necessary. The postholder will undertake work supporting the Active Travel Manager and the Principal Active Travel Officers in delivering the work of the team. Working agilely across council departments and in partnership with key external organisations including Active Travel England, the Cambridgeshire and Peterborough Combined Authority and Greater Cambridgeshire Partnership. This post focuses on identifying opportunities for improving facilities for, and uptake of, active travel modes of transport.

Depending on where the demand is at a particular time, postholders may support work on developing Active Travel schemes, auditing Active Travel provision in transport schemes, working to develop Active Travel policy, or working on the promotion of Active Travel. The Active Travel team will also function as key local centre of excellence on active travel, proactively leading on the sharing of knowledge and best practice with all relevant stakeholders.

Main accountabilities

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1	Development and Management of Cambridgeshire's Active Travel Centre of Excellence Provide advice to, and act as a centre of expertise within, Place & Sustainability on the planning and delivery of new and upgraded active travel infrastructure. Represent a longer-term visionary and more integrated approach to planning for the active travel network, ensuring alignment with local and national policy. Input into the maintenance and update of the Active Travel Strategy for Cambridgeshire, and the Local Cycling and Walking Infrastructure Plan (LCWIP), ensuring effective project, resource and financial management to achieve targets both on a county basis and locally. Contribute to the review of local and sub national planning and transport policies, advising on opportunities for implementation. Inspire others to contribute to Active Travel projects to see the delivery of better outcomes
2	Active Travel audit Assist with the establishment of and maintenance of processes for the audit of Active Travel needs and provision as part of transport scheme design, aligned with safety audit processes. Undertake active travel audits of proposed transport schemes being developed by the County Council and by third-parties, ensuring compliance with current technical standards for Active Travel provision. Assist in managing the interface of Active Travel Audit with Road Safety Audit, and seek innovative solutions to address any conflicts between Active Travel needs and road safety requirements.
3	Active Travel Pipeline and Projects Manage the design of Active Travel projects to ensure that they meet their objectives, are high quality and are passed to the Project Delivery directorate for implementation with appropriately robust forecast delivery times and budget estimates.

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	<p>Provide and prepare detailed technical reports in a timely and efficient manner ensuring at all times clarity, engagement with stakeholders, and clear requirements of project details, timings and delivery requirements.</p> <p>Review and implement recommendations from Road Safety audit and Active Travel audit as appropriate. Ensure projects and work programmes take due regard for the needs of all users of the network, especially those who are vulnerable or have particular needs.</p> <p>Work within agreed processes for the review of projects, reporting progress, risk, actual and forecast cost and target completion to the Programme Board.</p>
4	<p>Programme Management, Procurement and Delivery</p> <p>Actively contribute with colleagues across the directorate, the Council and our partners to ensure that Active Travel projects are developed in the most efficient, effective and co-ordinated manner and represent value for money.</p> <p>Ensure contracts are procured to maximum effect and achieve VFM targets through the stages of contract development.</p> <p>Advise Councillors informally, and through formal reports, on the planning and delivery of active travel projects and delivery of the active travel programme.</p> <p>Manage and monitor budgets where relevant, ensuring they are efficiently utilised within cash limits. Manage the activity, to meet operational needs while also making efficiency savings.</p> <p>Ensure a practical approach to risk management is embedded and that there is a continued development and implementation of frameworks and processes so that risks are identified, assessed and managed.</p>
5	<p>Partnership Working and promotion of Active Travel</p> <p>Be an ambassador for the County representing and promoting walking and cycling.</p> <p>Work effectively across all Council departments to promote and grow walking and cycling through policy and initiatives, raising its profile and benefits.</p> <p>Assist in developing positive relationships in order to grow active travel and funding opportunities across the county particularly with key partners such as the Greater Cambridge Partnership (GCP), Cambridgeshire and Peterborough Combined Authority (CPCA), District and City Councils, Government bodies including the Department for Transport, Sustrans, National Highways, Network Rail, Environment Agency, Local Enterprise Partnerships and key private sector stakeholders and developers, Local Nature Partnership, LLF.</p> <p>Develop effective mechanisms for coordinating action to support active travel uptake across all partners in order to support service objectives and secure optimum cost-effective joined-up working. Ensure regular and timely exchange of relevant project information with internal and external stakeholders in order to maintain a mutual awareness of programme delivery and timings.</p>
6	<p>Communication and Customer Focus</p> <p>Ensure that customer focus is promoted as a core value and customer care is embedded in the project. Ensure that service objectives align with local community and business needs to deliver outcomes that align with Council objectives.</p> <p>Ensure projects meet the needs of users and the local community by actively seeking input from local communities, businesses, Councillors, key stakeholders and potential users, throughout the development and delivery of work, aligning fully with Council expectations.</p> <p>Ensure effective consultation processes to inform the public about proposals and seek their views. Accurately report those views through the Group Manager to Committees and Councillors to inform decision making.</p> <p>Ensure the community, businesses, Councillors, the media, partners and stakeholders are kept informed and given timely updates about progress on the delivery of projects and work programmes.</p>
7.	Demonstrate an awareness and understanding of equality, diversity and inclusion.

Person Specification

Qualifications, knowledge, skills and experience

Qualifications Required	Subject	Essential/ Desirable
Degree or significant relevant experience	Transport Planning, Planning, Civil Engineering or other relevant discipline	Essential
Evidence of continued personal / professional development.	Detail of relevant training and CPD undertaken.	Desirable
Relevant professional membership	Chartered / Incorporated Engineer or other relevant qualification	Desirable
Professional qualification from relevant professional body or relevant Masters Degree or equivalent qualification.	Management or Transport Planning	Desirable

Identify	Describe	Essential/ Desirable
Knowledge		
Active Travel legislation, guidance and standards	Knowledge of legislative context and guidance, including Gear Change, Local Transport Note 1/20, highways design standards and of highway legislation.	Essential
National and local transport policy and related issues.	Knowledge of local and national transport policy context around Active Travel, and drivers of change in transport policy (for example, climate, economy, health, air quality, etc.)	Essential
Contracts and Tendering	Knowledge of contract and tendering procedures and conditions of contract, specifications, and methods of measurement.	Desirable
Local Authority powers and processes	Knowledge of the duties, powers, responsibilities, and financial framework of local authorities.	Desirable
Health and Safety	Working knowledge of Health and Safety Law and the Construction Design and Management Regulations (CDM).	Desirable
Skills		
Organisational skills	Excellent organisation, planning and decision-making skills.	Essential
Performance	The ability to maintain high levels of personal performance and meeting deadlines.	Essential
Strategic thinking	Ability to think insightfully and innovatively, based on an underlying understanding of key principles to provide innovative and beneficial solutions.	Essential
	Has political sensitivity and the ability to interpret and manage conflicting pressures.	Desirable
Communication	Strong communication skills both written (including the writing of Committee Reports) and verbal, and able to persuade and influence.	Essential

Identify	Describe	Essential/ Desirable
	Ability to negotiate with key partners and businesses to build collaborative solutions that recognise the diverse needs of our communities. Well-developed customer awareness and sensitivity in consulting and dealing with the public and stakeholders.	
	Ability to get stakeholder (including staff) buy in to new, and sometimes unpopular, ideas.	Desirable
IT skills	Fully IT proficient, including MS Office packages.	Essential
	Ability to use Project Management software tool (including but not exclusively Microsoft Project). Ability to use Computer Aided Design software.	Desirable
Flexible working	Flexible in hours of work.	Essential
Commitment to public service	Strong commitment to public services and local democracy.	Desirable
Experience		
Design and Delivery of Active Travel infrastructure	Experience in the design and maintenance of a wide range of highway, active travel and other transport related projects and standards.	Essential
	Experience of the development, planning and implementation of active travel infrastructure and related projects. Experience of the practical design of Active Travel infrastructure and developing innovative forms of design solutions.	Desirable
Project and Programme Management	Experience of managing / coordinating projects.	Essential
Partnership working	Experience in dealing and negotiating with consultants and contractors. Experience of multi-agency and multi-disciplinary working, ensuring that project and service objectives are met.	Essential
Leadership	Experience of working with elected politicians and of ensuring that project and service outcomes align with broader political priorities.	Desirable
Communication	Experience engaging and leading a diverse set of stakeholder groups to develop and deliver complex major transport projects.	Essential
Client role	Experience in working in a relevant client organisation.	Desirable
Equality, Diversity and Inclusion (applies to all roles)	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential

Disclosure level

What disclosure level is required for this post?	None
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Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid ✓	Field	Remote	Mobile
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