

Job Description and Person Specification

Job details

Job title:	Public Transport Officer
Grade:	
Reports to:	Senior Public Transport Officer
Responsible for:	-
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 North Northamptonshire 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. To collect and analyse data, such as on bus reliability or usage, as part of the monitoring of the Council's Enhanced Partnership Scheme/Plan.
2. Prepare, maintain and arrange distribution of accurate and up to date bus publicity material including timetable information and maps via a variety of media such as on-line, printed media or roadside/bus stop displays; liaising with bus operators and external suppliers as necessary. Work with operators to ensure accurate information is submitted to the Bus Open Data System (BODS) in a timely manner..
3. To receive and process registrations from bus operators for new, amended or cancelled bus services, liaising with colleagues where the registration is likely to have an impact on local communities, and providing appropriate responses to the Traffic Commissioner. Inform and advise councillors and parish/town councils about forthcoming changes to bus services.
4. To resolve routine enquiries on-line and through libraries with regards to applications for bus passes under the English National Concessionary Travel Scheme.
5. Lead on the necessary consultations with local communities regarding the location of new bus stops/shelters, and commission/procure their installation once agreed. Update the NAPTAN database with regard to any changes to bus stops.
6. 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.
7. To liaise with bus operators, highways colleagues and utilities regarding bus stop closures and road closures, working to introduce alternative arrangements where necessary/possible to ensure communities can still travel. To respond to day to day public enquiries regarding bus services and bus infrastructure.

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



**North
Northamptonshire
Council**

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Good standard of secondary education	Further education or professional development
Experience and Knowledge	Ability to balance a number of competing priorities and deal with urgent requests or complaints, while meeting deadlines and producing accurate work. Ability to work with bespoke computer systems, particularly databases.	Understand how the bus industry works and the advantages and disadvantages of travelling by bus
Ability and Skills	Proven ability to process and analyse data. Ability to communicate clearly with bus operators and members of the public.	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors		