

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Senior Public Transport Officer

Highways and Transport - Place, Economy and Environment

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.

The role will support the development and implementation of the Council's policies and strategies around public transport. In particular the role will support the development of and lead on delivering elements of the Bus Service Improvements Plan, and support the activity of the West Northamptonshire Enhanced Partnership. The postholder will work closely with a range of stakeholders at local, regional and national levels. They will play an important role in ensuring that the Council maximises its investment in public transport and in securing external funding for transport infrastructure and service improvements.

Accountable to:

This role is accountable to the Principal Public Transport Officer within the Sustainable Travel Team. The Sustainable Travel Team sits within the Highways and Transport Service, part of the Place, Economy and Environment Directorate in West Northamptonshire Council.

Responsibilities:

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 West Northamptonshire Enhanced Partnership Scheme/Plan with local bus operators and the drafting of the annual West 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. 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. 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. 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. Manage the operational aspects of the Bus Real Time Passenger Transport Information system including being the lead contact for operators and the RTPPI contractor over development and data matters. Liaise with colleagues responsible for maintaining displays to ensure assets are safe and operational.

7. 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. 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.
9. 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.
11. 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
Ability to work effectively as part of a team.	Essential	A, I
Ability to research, write reports and contribute to policy documents.	Essential	A, I
Ability to communicate clearly with councillors, senior management, bus operators and members of the public.	Essential	A,I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, I
Ability to deliver projects and to work in partnership with other agencies and stakeholders.	Desirable	A, I

Knowledge:	Essential / Desirable	Measured by
Thorough knowledge of how the bus industry works and the differences between commercial and subsidised operations	Essential	A, I, 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.	Desirable	A, I,
Understand the context in which the Council responds to planning applications and how this contributes to the achievement of public transport objectives.	Desirable	A, I
Understanding the legal and organisational framework within which the rail industry operates and how this links to the work of the Council	Desirable	A, I

Relevant experience:	Essential / Desirable	Measured by
Local transport planning or policy experience.	Essential	A, I, P
Experience of working in partnership with bus operators, dealing with commercial registrations and service tendering and concessionary fares.	Desirable	A, I
Experience of procuring transport services on behalf of local authorities	Desirable	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Educated to Degree Level/NVQ Level 6 or equivalent experience	Essential	A, D
Membership of a relevant professional institution and/or demonstration of significant continuing professional development	Desirable	A, 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.

Day-to-day in the role:

Hours:	37	Primary work base:	One Angel Square
Job family band:	Regulatory and Technical	Worker type:	Part-flexible
Salary range:	£36,734-39,278	Budget responsibility:	None
People management responsibility:	N/A		

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 may need to travel to undertake occasional site visits.

We are open to discussions about flexible working.

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.

