WHERE CAREERS THRIVE

When potential is unlocked, talent *thrives*

West Northamptonshire Council

Job description and person specification

Principal Sustainable Travel Officer

Highways and Transport - Place, Economy & Environment 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.

West Northamptonshire Council

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.

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 exists to be the Council's senior officer and technical expert in sustainable travel promotion, behaviour change and improvement. They will have a passion about sustainable transport and environmental sustainability, and the ability to drive change and inspire others. They will help to formulate the Council's policies around sustainable and active transport and lead on the delivery of some of these, as well as supporting the delivery of the Council's statutory responsibilities with respect to sustainable transport.

Key activities will include leading a team of officers, supporting the delivery of the Local Transport Plan and supporting strategies relating to active travel and Local Cycling and Walking Infrastructure Plans, and leading the planning and delivery of travel behaviour change initiatives.

Accountable to:

This role is accountable to the Sustainable Travel Manager and is responsible for the direct line management of 2 officers and 1 secondee from the Walk Wheel Cycle Trust. The role sits within the Highways and Transport Service, part of the Place, Economy & Environment Directorate in West Northamptonshire Council.

Responsibilities:

1. Lead and manage a team of officers dedicated to sustainable transport initiatives. Motivate and provide guidance, support, and professional development opportunities for team members. Advocate by example for sustainable and active travel. Ensure alignment with Sustainable Travel Team objectives.

2. Support the delivery of the Local Transport Plan and associated strategies, oversee the development and implementation of Local Cycling and Walking Infrastructure Plans (LCWIPs) and delivery of the relevant actions in the Active Travel Strategy. Ensure that LCWIP's support other corporate and local transport strategies such as the Bus Service Improvement Plan and the sustainability and efficiency of the local bus network.

3. Plan and execute initiatives aimed at changing travel behaviours to promote sustainable transport options. Collaborate with stakeholders to design and implement effective

behaviour change programs. Lead on the review, agreement and monitoring of travel plans such as those secured via planning obligations, as well as the development of this function.

4. Manage budgets for active and sustainable mode improvements and initiatives and support the team leader with the management of budgets (including external funding from Section 106 and third parties).

5. Lead on procurement activities, including liaison with internal procurement advisors, concerned with among other things Bikeability, consultant commissions for plan development and scheme design/feasibility studies, behaviour change initiatives and any other contracts which may from time to time be required.

6. Develop and refine policies and practice related to sustainable and active transport. Lead the delivery of key policies and strategies, ensuring alignment with the Council's objectives. Ensure all transport planning activities comply with relevant legislation and best practices. Stay updated on industry trends and innovations in sustainable transport.

7. Engage with local communities, businesses and other stakeholders to promote and improve sustainable transport. Represent the council at national/sub regional fora and work with other sustainable travel agencies and partners to advance local policies, initiatives and schemes.

8. Analyse multi-modal transport data to inform policy decisions and measure the impact of initiatives and prepare reports and presentations for senior management and Council members.

9. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, though 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 deliver projects and to work in partnership with other agencies and stakeholders.	Essential	A, I, P
Ability to work on own initiative and apply creative and innovative thinking to projects and emerging strategies.	Essential	I, T, P
Excellent interpersonal skills with the ability of communicating effectively at all levels and of presenting ideas on service issues to colleagues and the community.	Essential	I, P
Collaborative and able to work effectively with diverse groups.	Essential	A, I
Digital Skills: Working knowledge of Microsoft 365, including Outlook, Teams, Word, Excel, PowerPoint, CoPilot, OneDrive and SharePoint, with the ability and willingness to use these tools confidently and effectively in day-to-day work.	Essential	A, I, P
Information & Data Handling: Able to handle information responsibly, store records securely, share data appropriately and follow council policies and procedures on data protection, records management and information security.	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
In depth knowledge of sustainable and active travel planning, legislation and good practice, and the role and functions of local government that relate to this.	Essential	A, I, P
Good understanding of the role of travel plans and effective implementation of travel plan and sustainable travel behaviour change policies.	Essential	A, I
Good understanding of active travel policy, planning and guidance such as LTN 1/20 infrastructure design guidance.	Essential	A, I
Understanding of legislation and practice surrounding planning applications	Desirable	I

Relevant experience:	Essential / Desirable	Measured by
Extensive experience in transport planning, with a focus on sustainable and active transport.	Essential	A, I
Proven ability to deliver projects.	Essential	A, I
Proven experience of working in partnership with a wide range of stakeholders.	Essential	A, I
Experience of the structure of Local Government and working with elected members.	Desirable	A, I
Budget management experience.	Desirable	A, I
Experience of supervising and supporting the work of others in a team.	Desirable	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Educated to Degree Level/NVQ 6 or equivalent in transport planning or other related subject, or significant relevant practical experience in sustainable transport.	Essential	A
Membership of a relevant professional institution and/or demonstration of significant continuing professional development.	Desirable	A, I
Project management qualification	Desirable	A

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.

The role will involve walking, cycling and being able to drive a car/small van with trailer.

Day-to-day in the role:

Hours:	37	**Primary work base:**	Northampton
Job family band:	Regulatory and Technical Band 9	**Worker type:**	Part-flexible
Salary range:	£51,224-£54,605	**Budget responsibility:**	Circa £3m / year
People management responsibility:	3		

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 site visits when required.

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"

WHERE CAREERS THRIVE

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.

West Northamptonshire Council