


<b>Profile Title:</b>	Sustainable Travel Planning Officer				
<b>Reports to:</b>	Group Leader - Transport				
<b>Employee Supervision:</b>	None	<b>Grade:</b>	07	<b>Profile Ref:</b>	40861
<b>Purpose of the Post</b>					
<p>To design and implement initiatives that promote the use of Sustainable Travel and the assessment of Travel Plans throughout the Barnsley Borough. To be responsible for engaging organisations, businesses and employees in active and sustainable transport, generating demonstrable levels of travel behaviour change in accordance with the Council's Transport Strategy and Active Travel Implementation Plan. To be responsible for engaging / encouraging schools and businesses into the Modeshift Stars programme.</p>					
<b>Responsibilities</b>					
<ul style="list-style-type: none"> <li>• To support organisations / businesses and schools with the development and implementation of Workplace Travel Plans, ensuring the plans are developed using a robust evidence base and interventions are tailored to the requirements of each organisation;</li> <li>• Assessment and monitoring of travel plans in relation to planning applications and new development</li> <li>• To build and maintain effective working relationships with organisations, community groups and networks – particularly with the “hard to reach” groups and to assist with the delivery of community initiatives for sustainable travel in the district</li> <li>• To develop, implement and coordinate initiatives relevant to schools, businesses and local communities including modal shift.</li> <li>• To develop strategies, policies, programmes and mechanisms to deliver a modal shift in transport away from the private motor vehicle.</li> <li>• To deliver cycling and walking initiatives, events, led rides and walks and cycle skills training – including the management of contractors</li> <li>• To further develop the Council's own staff travel plan and related sustainable travel initiatives</li> <li>• To provide supporting documents and materials to assist schools/ businesses to implement a successful plan and to source a suite of attractive offers and incentives which overcome barriers to engaging with sustainable modes;</li> <li>• Liaise, negotiate, and collaborate with internal and external stakeholders including managers, employees, councillors, members of the public and partnership agencies such as schools.</li> <li>• Contribute to service performance management, promoting quality practice and service delivery, ensuring continuous improvement within the local authority, regionally and nationally.</li> <li>• To design and implement methods of data collections (including studies and questionnaires) which enables the outcomes of the projects to be captured. Analyse the data collected in preparation for implementation of additional policies/ procedures</li> <li>• To design and contribute to delivering compelling multi-channel communication campaigns which inspire a diverse audience to understand the opportunities for active and sustainable travel, including social media and website</li> <li>• Undertake contract management and supervision of relevant procured works, ensuring specifications, timescales and financial targets are met. Undertake financial administration, monitoring budgets and issuing purchase orders.</li> <li>• Develop and maintain knowledge of local and national regulations, policies and procedures which</li> </ul>					

<p>have implications for service delivery, to satisfy internal and external demands.</p> <ul style="list-style-type: none"> <li>Undertake any other duties commensurate with the role as requested by management.</li> </ul>		
Education and Training	Measure	Rank
<ul style="list-style-type: none"> <li>Level 5 qualification OR <b>*Relevant Extensive Experience</b></li> <li>Experience working within either Transport Planning, Highways Development Control or Road Safety Disciplines.</li> </ul>	A/C A/C	E E
Relevant Experience	Measure	Rank
<ul style="list-style-type: none"> <li><b>*Substantial experience in the assessment of Travel Plans</b></li> <li><b>*Substantial experience of devising initiatives to encourage modal shift from the private car</b></li> <li>Experience in data collection, monitoring and evaluating data</li> <li>Experience and knowledge of using IT based data input and processing tools e.g. Microsoft Excel, Access or bespoke systems.</li> <li>Experience of liaising and dealing with members of the public, managers and external agencies.</li> <li>Experience of using financial management software to create orders, raise invoices and prepare reports.</li> <li>Experience of working within a school environment.</li> </ul>	A/I  A/I A/I A/I A/I A/I A/I	E  E E E E E D
General and Special Knowledge	Measure	Rank
<ul style="list-style-type: none"> <li>Knowledge of local and national policies, procedures and legislation relevant to the area of work,</li> <li>Good working knowledge of Microsoft applications.</li> <li>Knowledge of external funding sources and how to access these</li> <li>Knowledge of multi-agency working</li> <li>Knowledge of project management procedures</li> <li>Knowledge and understanding of a range of public engagement approaches</li> <li>Proven public involvement and community engagement background gained through practical experience</li> </ul>	A/I  A/I A/I A/I A/I A/I	E  E E D E D D
Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> <li>Good communication, negotiation and interpersonal skills with the ability to deal with a variety of internal and external stakeholders including customers.</li> <li>Good organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative.</li> <li>Able to organise and prioritise work loads, working accurately to deadlines and carrying out tasks in a methodical manner.</li> <li>Experience of writing effective briefings and strategic documents and the ability to produce quality documentation including reports.</li> <li>Able to work on your own as well as part of a team.</li> <li>Ability to interrogate and analyse data and information</li> <li>Presentation skills, able to engage an audience</li> <li>Good numerical skills with the ability to monitor cost/spend against budgets.</li> </ul>	A/I  A/I A/I A/I A/I A/I A/I	E  E E E E E E
Additional Requirements	Measure	Rank

• Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council.	A/I	E
• Willing to undertake training and continuous professional development in connection with the post.	A/I	E
• Work in accordance with the council's visions, priorities, values and behaviours.	I	E
• Able to undertake any travel in connection with the post.	A/I	E

If you do not hold a level 5 qualification then you must be able to demonstrate all criteria marked with an \* to demonstrate comparative experience.

If you do hold a level 5 qualification, it is not necessary to demonstrate that you can meet the criteria marked with an \*.