

NORTH EAST OF SCOTLAND TRANSPORT PARTNERSHIP

JOB DESCRIPTION

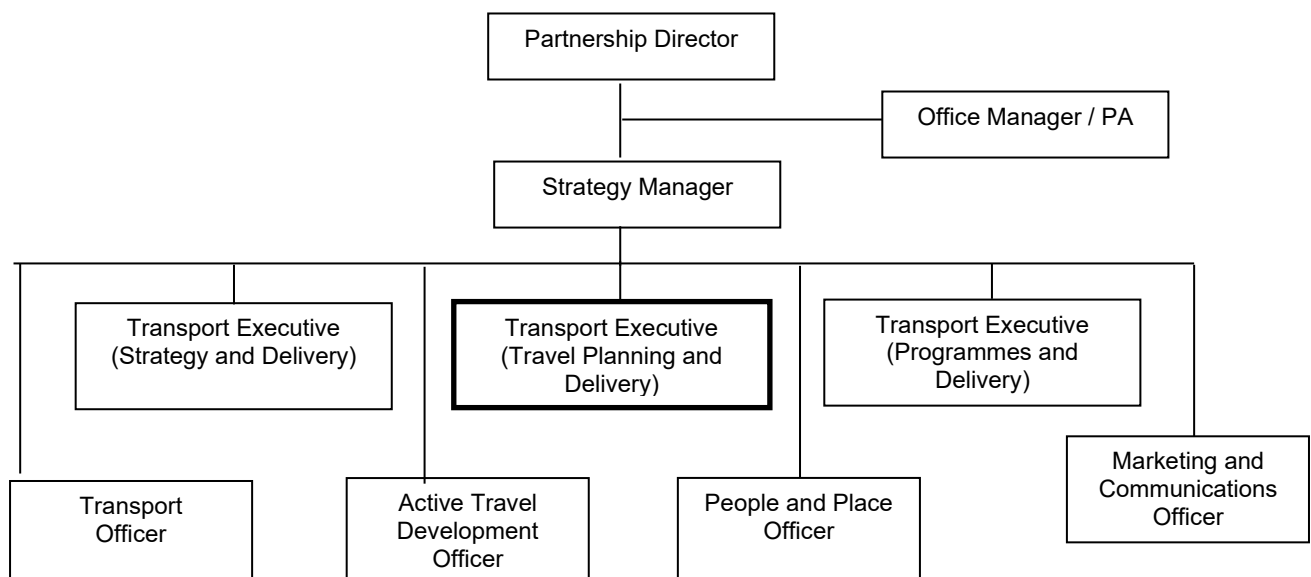
POST TITLE : **TRANSPORT EXECUTIVE (TRAVEL PLANNING AND DELIVERY)**
SALARY GRADE : Team Leader M (£54,695.60 - £57,166.84)

The North East of Scotland Transport Partnership (Nestrans) is one of seven statutory Regional Transport Partnerships (RTPs) established under the Transport (Scotland) Act 2005, with responsibility for the development and implementation of a Regional Transport Strategy (RTS). Nestrans covers the areas of Aberdeen City and Aberdeenshire Councils and is managed through a Board of 12 members, comprising 4 Councillors from each of Aberdeen City and Aberdeenshire and 4 non-Councillor members. The annual budget is around £1 million revenue and £3 million capital.

JOB PURPOSE

Lead delivery of the Partnership's programme of projects, actions, and policy development relating to travel planning and travel behaviour change as set out in our Regional Transport Strategy and associated action plans, in order to deliver a more sustainable transport network for the north east of Scotland, for the benefit of our communities, economy, and environment.

REPORTING RELATIONSHIPS



MAJOR TASKS

1. Lead the Partnership's work in the development, delivery, monitoring, and review of its programme of Travel Planning and Travel Behaviour Change projects and actions (including People and Place programme and the regional GetAbout brand) in close liaison with the Nestrans Board and staff, its two partner Local Authorities and other key delivery partners, ensuring application of evidence and best practice.
2. Employing successful partnership working, lead on Nestrans' input to the work of our key partner organisations and regional groupings, including the two Community Planning Partnerships, the regional Health and Transport Action Plan, and other relevant local/regional/national stakeholder and community groups relating to sustainable development, public health, equalities, and climate change.

The above is intended to provide a clear, concise statement of the major tasks and accountabilities of the post. It is not an exhaustive list of all duties and there may be changes, with due notice and consultation, to the tasks assigned to this post.

3. Lead on the delivery of the Partnership's statutory public sector reporting requirements related to climate change, and equalities, and their associated action plans.

ACCOUNTABILITIES

1. Lead the development, delivery, and review of the Partnership's travel planning, and travel behaviour change projects (including People and Place programme), making effective use of available budget and resources, maximising the availability of external funding opportunities.
2. Assist the Strategy Manager in providing day-to-day task management to Transport Officer, Active Travel Development Officer, and Marketing and Communications Officer as required, working collaboratively alongside other staff in project and policy development and delivery.
3. Contribute to the achievement of the Partnership's Travel Planning and Behaviour Change strategies through effective involvement in projects, plans, and policies being led by our partners in the north-east, including Aberdeen City Council, Aberdeenshire Council, Community Planning Partnerships, NHS Grampian, and other local/regional/national groups, demonstrating successful partnership working to achieve the Partnership's objectives.
4. Contribute to the achievement of the Partnership's Travel Planning and Behaviour Change strategies and wider sustainable policy goals of the North East through effective involvement in projects, plans, and policies being led by national stakeholders, including Transport Scotland, Public Health Scotland, and other national stakeholder organisations/networks.
5. Manage the input of external consultants supporting the work of the Partnership, including development of procurement documents, tendering for services, management of commissions, and associated financial and reporting requirements.
6. Contribute to the development and delivery of other regional strategies, including Development Plans, Economic Development Strategies, Community Planning Documents, and Climate Change Plans.
7. Supporting the effective administration of the Partnership, prepare briefing material and draft speeches and articles for the Partnership Chair and Director. Co-ordinate responses to Freedom of Information requests and prepare consultation responses and other corporate publications.
8. Ensure the satisfactory and timely completion of the Partnership's statutory duties and responsibilities related to Climate Change reporting and action plan, Equalities Monitoring and reporting, and Community Participation requests.
9. Manage the implementation of specific elements of the Partnership's Regional Transport Strategy. Develop and implement, or manage the development and implementation by others, of projects and action points aimed at achieving the strategic objectives for those elements listed below:
 - Increasing the number of people travelling actively.
 - Reducing emissions from Transport.
 - Encouraging Behaviour Change.
 - Improving Access to Health.
 - The affordability of Transport; and
 - Improving access to the transport network for all.
10. Manage the monitoring of the Partnership's Regional Transport Strategy both for progress and effectiveness in meeting strategic objectives for the specific elements listed at 9 above.

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11. Contribute to the development of the Partnership's Capital and Revenue Programmes for the specific elements listed at 9 above.
12. Provide written and oral reports to the Nestrans Board, and presentations to other meetings as required.
13. With support from the Strategy Manager and Director, develop and maintain an effective professional development plan.
14. Deputise when required for the Transport Strategy Manager and Director, and other Transport Executives

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PERSON SPECIFICATION

POST TITLE : TRANSPORT EXECUTIVE (TRAVEL PLANNING AND DELIVERY)

FACTOR	ESSENTIAL	HIGHLY DESIRABLE
Relevant Knowledge and Experience	Experience of the policy development process and the role of transportation strategies within a local authority environment. Experience in the application of sustainable transport policies and projects to achieve strategic objectives. Experience in project management of transport consultancies. Knowledge of key principles of sustainable transport policy, and appropriate legislation and procedures. Experience of application of transport appraisal and business case guidance. Considerable experience in a similar role.	Experience of transport and wider policy issues in urban and rural issues. Knowledge of how transport planning interaction with economic development, land use planning, community planning, and public health at local, regional and national levels. Experience of successful partnership working with key transport stakeholders to achieve strategic objectives.
Qualifications and Attainments	Educated to Degree level in a relevant subject or equivalent, with post qualification experience giving eligibility for membership of relevant transport planning professional qualification (e.g. TPP/MRTPI/MICE).	Appropriate professional qualification (e.g. TPP/MRTPI/MICE). Relevant postgraduate qualification.
Skills	Excellent communication skills. Ability to think strategically. Demonstrates effective forward planning and project management skills. Ability to achieve objectives. Ability to work successfully in partnership with wide range of transport and non-transport stakeholders. Organisational and event arrangement skills. Ability to competently work and collaborate using MS Office Suite of Applications including Teams,	Ability to successfully work with wide range of transport and non-transport stakeholders, and develop effective networks across disciplines. Ability to work successfully with public and community groups. Demonstrates excellent analytical and research skills. Excellent written and spoken presentation skills.

	Outlook, Word, Excel etc.	
Qualities	Self-motivated and positive team member, with ability to successfully collaborate across whole team. Ability to work successfully with partner organisations to achieve objectives. Demonstrates integrity. Able to work in a flexible manner, with positive attitude. Ability to work under competing deadlines managing and delegating tasks as necessary.	Demonstrates commitment to continual professional development. Can demonstrate a solution orientated and communicative approach to overcoming problems and resolving conflicts.
Other Requirements	Understanding of the public sector procedures, practices and expectations.	Representing the Partnership at events across and outwith the North East.