

NORTH EAST of SCOTLAND TRANSPORT PARTNERSHIP

JOB DESCRIPTION

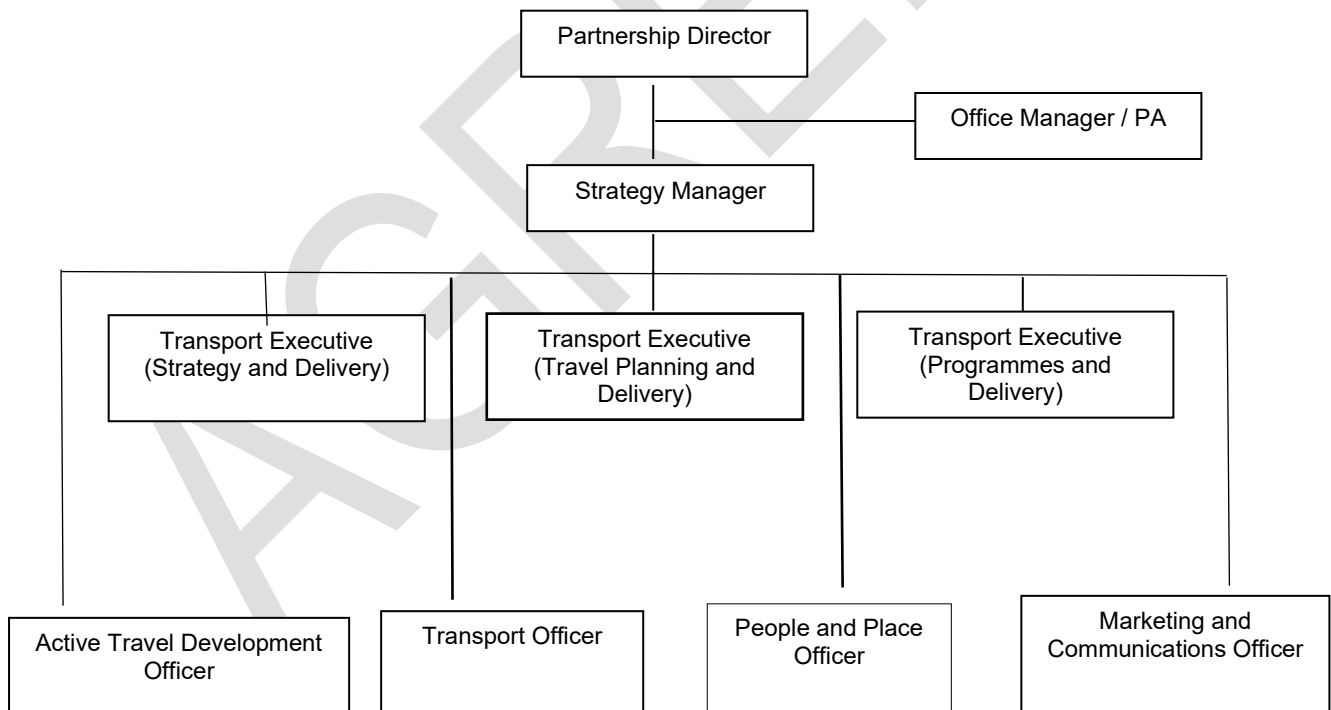
POST TITLE : People and Place Officer
SALARY GRADE : Practitioner I (£36,856.30-£38,844.88)

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 appointed by the Minister for Transport. The annual budget is around £1 million revenue and £3 million capital.

JOB PURPOSE

To enable and support the delivery of the Nestrans' People and Place Programme, working in an inclusive partnership basis with Aberdeen City Council, Aberdeenshire Council, Transport Scotland, and delivery partners.

REPORTING RELATIONSHIPS



MAJOR TASKS

- Support the preparation of a regional programme of interventions which responds to the programme guidance provided by Transport Scotland, in liaison with regional partners.
- Support the delivery of each programme of deliverables, facilitating co-ordination and communication across programmes, monitoring progress, activities, spend and outcomes.

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.

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- Organise and co-ordinate progress quarterly reporting to Transport Scotland, supporting their People and Place governance arrangements, including their meeting schedule, sharing good practice with other RTPs.
- Co-ordinate the receipt and processing of grant payments to delivery partners.

ACCOUNTABILITIES

1. Contribute to the development and delivery of the Partnership's Regional Transport Strategy and Action Plans through the development and execution of the North East People and Place Programme.
2. Support the Director, Transport Strategy Manager and Transport Executives with providing regular reporting updates to the Nestrans' Board and associated governance arrangements.
3. Support other staff in the activities of the Partnership by working collaboratively on project development and delivery where there is interface with the People and Place Programme.
4. Through the People and Place programme, contribute to the development of projects and policies being led by our partners in the north east, including Aberdeen City Council, Aberdeenshire Council, NHS Grampian, and local transport operators, fostering successful partnership working.
5. Contribute to the development of projects and policies affecting the region, being led by national stakeholders and organisations.
6. Support the development and implementation by others, of projects and action points aimed at achieving the Strategy's objectives for those elements listed below:
 - a. Active Travel and Transport Behaviour Change
 - b. Sustainable Transport Development
 - c. Community Planning Programmes
 - d. Public Health and Equalities Outcomes
7. Facilitate the joint working of organisations and individuals within organisations, in the development and delivery wider regional strategies including Development Plan, Economic Development Strategies, and Community Planning.
8. Work in close liaison with Council staff to ensure effective policy and delivery of measures towards achieving agreed objectives in the areas outlined at 6 above.
9. Working with key stakeholders to ensure the dissemination of best practice for policy and delivery of measures in respect of the areas outlined at 6-above.
10. Through the People and Place Monitoring programme, contribute to the monitoring of the Regional Transport Strategy, both for progress and effectiveness in meeting strategy objectives
11. Provide support for People and Place, Nestrans or Getabout events, on an occasional basis. This may involve a limited amount of evening or weekend work.
12. Deputise when required for the Transport Executives.
13. With support from the Strategy Manager, develop and maintaining a professional development plan.
14. Occasional other tasks as identified by the Director or Transport Strategy Manager, as required.

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PERSON SPECIFICATION

POST TITLE : People and Place Officer

FACTOR	ESSENTIAL	HIGHLY DESIRABLE
Relevant Knowledge and Experience	Understanding of objectives and methods of transport policy. Understanding of wide range of stakeholders with an interest in regional transport, active travel and sustainable transport. Understanding of principles of sustainability in the context of transport planning. Demonstrates ability to work to internal and external funder governance, reporting and project delivery requirements	Understanding of transport and wider policy issues at local, regional and national government, including urban and rural aspects. Understanding of travel behaviour change approaches Experience of effective working practices in a hybrid environment.
Qualifications and Attainments	Degree qualified.	Qualified in a discipline providing eligibility towards an appropriate professional qualification (e.g. TPP/MRTPI/MICE).
Skills	Excellent writing and listening, communication and collaboration skills. Forward planning and organisational skills, ability to achieve objectives. Ability to think strategically and apply this to project work. Ability to competently work and collaborate using MS Office Suite of Applications, including Teams, Outlook, Word, Excel, etc.	Ability to work with a wide range of transport stakeholders Ability to work with public and community groups. Good analytical and research skills. Good presentation skills.
Qualities	Good team member, ability to successfully collaborate across the team. Ability to work successfully with partner organisations, being respectful and acting with consideration and empathy. Demonstrates integrity. Willing to work flexible manner.	Ability to work under competing deadlines. Keen to learn and willingness to contribute to all aspects of transport delivery.

Other Requirements	Interest or knowledge of transport policy.	An understanding of public sector procedures.
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AGREED