Recruitment Profile

Post number	15767
Position title	Transport Officer
Grade	5A
Department	Place
Location	Council Headquarters
Salary/Rate of Pay	£26,921.46 - £29,129.71 per annum
Hours of work	35
Weeks per year	52.1428
Number of staff responsible for	23 Passenger Assistants
Reports to post number	Senior Transport Officer
Registration requirements	None
Drivers Licence required	Category B
Contract status	Permanent
Contract end date	
Reason for temporary vacancy	
Disclosure status	n/a
Political restrictions	No
Role profile number	BS2S
Business World post status	Permanent
Work pattern	Monday to Friday 08:45-17:00, one early shift per week 07:30-15:45
Vacancy number	SBO09812
Closing date	11/04/2026

Role purpose

The Transport Officer will be responsible for the efficient planning, scheduling, and delivery of transport services within the Scottish Borders Council. This role requires a high level of technical expertise, operational experience, and the ability to work collaboratively across departments to ensure the effective delivery of transport solutions.

1. Support the Senior Transport Officer with the delivery of high quality, customer focussed school transport services, other clients and outside agencies, in line with agreed processes.

2. Support the Senior Transport Officer in the implementation and monitoring of school transport, keeping transport within Scottish Borders Council health and safety policies, procedures and arrangements.

3. Work with the Senior Transport Officer to develop Key Performance Indicators for School Transport.

4. Supporting the Senior Transport Officer to develop good working relationships with other departments and outside agencies.

5. Support the Senior Transport Officer to develop transport solutions for complex transport and emergency situations.

6. Support the Senior Transport Officer in delivering best value for Education and Social Work contracts following the agreed Councils transport Policy for a variety of services and clients' needs.

7. Contribution to continuous process of improvements and review of working practises to ensure we are fit for purpose and efficient.

8. Supporting the Senior Transport Officer in organising replacement operators/vehicles in the event of

breakdowns or service disruptions.

9. Work with Senior Transport Officer to cover out of hours rota to ensure that all service delays, disruptions or cancellations are communicated to services users timeously.

10. Contribute to team effectiveness through active participation in departments activities linked to overall organisational aims and objectives.

Person specification		
Criteria	**Essential**	**Desirable**
Education, qualifications and training	Educated to SVQ LEVEL 6 Business Management or equivalent OR relevant industry experience, knowledge and skills necessary to undertake the role A current driving licence and use of a vehicle is an essential requirement of this post. * If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.	Member of an appropriate professional institute or working towards membership (Chartered Institute of Logistics and Transport) Evidence of Continual Professional Development
Skills, knowledge and competences	Thorough working knowledge of Microsoft packages or other relevant Scottish Borders Council IT Technical Skills. Ability to prioritise and plan your own workload without supervision Strong verbal and written communication skills Able to adapt to changing circumstances and unexpected challenges Able to work through transport issues and identify solutions Ability to work collaboratively across departments and services	Sound geographical knowledge of the Borders area

	Good organisational and interpersonal skills Safety Conscious, good understanding of passenger transport Health and Safety regulations. Customer focussed service delivery and grasp of customer satisfaction requirements	
Experience	Competent in using route optimisation software and scheduling packages Experience of working with staff rotas and covering work Use of computer systems, including Microsoft Office suite. Competent in working effectively with own initiative, but within a framework of procedures and guidelines. Competent working with computerised and process driven functional systems. Confident in dealing with customers to the Scottish Borders Council's required standards of service. Experience of operational clerical and administrative support matters Logistics or Transport	Experience of working in Local Government Knowledge of Council services
Other	Excellent attention to detail Capable of working within a busy environment often with conflicting priorities Excellent planning skills Adaptable and flexible Ability to deal responsibly with confidential and sensitive information	

Driving Licence - Where it is an essential requirement for this post to hold a current driving licence. Note: If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make

reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.

HEALTH & SAFETY STATEMENTS

Must take reasonable care for the health and safety of themselves, other employees and anyone else who may be affected by their work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions, and / or training received.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the Workforce Planning & Development Manager to meet the needs and responsibilities of the Service and the Council.

Equality – Ensure that all work and outputs comply with and promotes equal opportunities and diversity.

Supervisory or Managerial posts only - Ensure that HR systems are in place for reporting management information and making recommendations for any corrective action necessary.

Equal Opportunities - Scottish Borders Council is committed to improving the diversity of its workforce to better reflect the communities we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. In particular from candidates who assess themselves as having a disability, under the Disability Confident Employer scheme this guarantees an interview to those individuals who meet the essential criteria of the post. All appointments will be made on merit.

Digital Innovation & Solution Focused Statement
Scottish Borders Council is committed to excellence and continuous improvement through the transformative power of digital solutions reinforcing our commitment to excellence, sustainability, enhancing our work practices and enriching our support to the community. As digital innovation evolves, our organisation is dedicated to integrating these advancements in a manner that aligns with our core values and strategic objectives.
All roles across the Council will actively seek and implement the latest digital solutions and technologies that can improve efficiency, productivity, and the quality of our services. Training will be provided, to ensure staff are proficient in utilising new technologies, fostering a culture of continuous learning and adaptability.

Please note priority will be given to staff on the deployment/redeployment list who meet the essential criteria of the post.

Please note that applicants who have received early retirement/voluntary severance from Scottish Borders Council will not be considered.

TEMPORARY POSTS
If at a later date a temporary post becomes permanent, it will be at the discretion of the Department's management team to confirm the post holder as permanent without readvertising.

PRE EMPLOYMENT CHECKS

Essential

- Confirmation of Right to Work in the UK **- (All posts)**
- Level 1/Level 2/PVG Registration Disclosure Check - ***(PVG/Disclosure posts only)***
- References - ***(All posts***)
- Confirmation of qualifications required to meet the essential criteria on the person specification **- (All posts)**

Right to Work in the UK - To ensure that you are eligible to work in the UK, we will require the following documentation:

- A Passport showing you are a British/Irish Citizen.

  OR

- A British Birth/Adoption Certificate along with an official document containing your name and permanent National Insurance number

For all other nationalities

- Settled status code

  OR

- Immigration status document, for further information visit Apply to the EU Settlement Scheme (settled and pre-settled status) - GOV.UK (www.gov.uk)

Please note that a Short Birth Certificate and a Driving Licence are not sufficient to show your entitlement to work in the UK.

Recruitment Profile

OTHER DETAILS
Disclosure/PVG Registration

Under the Rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) Order 2003 to the 1974 Rehabilitation of Offenders Act (ROA) Scottish Borders Council are entitled to ask "exempted questions" that require applicants for certain positions to reveal their full criminal history.

This means that all details of criminal convictions, whether they are spent or not, must be disclosed to help the recruiting manager assess the person's suitability for a position of trust.

Disclosure
These "excepted professions" are set out in the Exceptions Order and include:

- certain professions in areas such as health, pharmacy and the law;
- senior managers in banking and financial services;

PVG Registration
Certain posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by Scottish Borders Council.

PVG/Disclosure Process
After the application is processed you will receive an email with a secure link to view the disclosure. You must share this with us to progress the recruitment process.

Political Restrictions
Certain posts within Scottish Borders Council will be deemed Politically Restricted. If you are appointed to such a post the Local Government Officers' (Political Restrictions) Regulations 1990 provide that your terms and conditions of employment are deemed to incorporate additional provisions set out in the Schedule to the Regulations, a copy of which can be obtained from HR. Full details of restrictions will be provided in your application pack if you are applying for a Politically Restricted post.

**** From 1 April 2025 a Scottish Local Government Living Wage Rate of £13.06 per hour has been agreed. All employees recruited on a salary/wage less than the SLGLW rate shall receive a payment additional to their salary/wage in order that they are paid at the rate of £13.06 per hour. The additional payment shall count as pensionable earnings and be subject to deduction of tax, national insurance and pension where appropriate.