

Role Profile

Post Title:	Active Travel Officer
Grade:	10
Date Created:	26th August 2026

ROLE DEFINITION

To assist in the delivery of the Council's duties in terms of active travel and contribute to the work programme of the Active Travel & Transport Team within the Connected Communities Service.

KEY TASKS AND RESPONSIBILITIES

Corporate Responsibilities

- Manage/deliver the Service in accordance with the Council's corporate policies and procedures and relevant strategy provision.
- Manage/deliver the service outcomes, in the most efficient and effective way, that delivers the Council's Strategic Priorities within the Council Plan and contributes to the production of Directorate Plans.
- Manage and monitor Capital and Revenue budgets as assigned and contribute to budget development.
- Lead, or contribute to, the preparation of cross-service business development plans, as required.
- Ensure the effective management and leadership of employees, where appropriate.
- Prepare and co-ordinate reports for the Council, its Committees or working parties and to attend these meetings as required.
- Undertake any other reasonably required duties as instructed by Management or someone acting on their behalf, in addition to the role specific tasks & responsibilities detailed below.

Role Specific Tasks & Responsibilities

- Assist in the development and delivery of the active travel policy in accordance with the Council's strategic priorities.
 - Assist in the identification, development and implementation of the active travel projects in accordance with the Council's strategic priorities.
-



Role Profile

- Contribute to the development and delivery of the Travel Smart behaviour change programme.
- Deliver and project manage a range of active travel projects including infrastructure, promotional and behaviour change projects, undertaking public consultation, procuring services and project managing consultants and contractors.
- Co-ordinate, maintain and provide information on active travel related issues to; communities; agencies; landowners and managers; and other stakeholders.
- Prepare consultation responses and reports in relation to active travel including Committee Reports.
- Contribute to the development of a co-ordinated and integrated approach to active travel policy and implementation with Council Services, the community and partners.
- Identify and secure sources of external funding opportunities in support of identified active travel projects.
- Represent the Council's views on active travel matters to and to liaise as appropriate with external agencies; communities; landowners and managers; and Elected Members.
- Assist in formulating corporate policy in the pursuit of active travel objectives.
- Ensure compliance with all appropriate legislation, associated legislation, policy and procedures associated with active travel and project management.
- Undertake appropriate personal and professional development.
- Contribute to the continuous improvement and development of the Active Travel and Transport Team.



Role Profile

ESSENTIAL / DESIRABLE CRITERIA

	Essential	Desirable	Evidence
Education and Qualifications	Degree in a relevant subject OR equivalent experience	- Post graduate qualification in a relevant subject matter - Membership of a appropriate professional body	- Application Form - Interview
Experience	- Project management and delivery - Securing and / or managing grant funding - Active travel (incorporating outdoor access, public transport and green infrastructure) policy information	- Developing active travel projects - Delivering Scottish access legislation - Supporting and / or managing volunteers	- Application Form - References - Interview
Specialist Knowledge	Knowledge of relevant legislation and behaviour change	- Path construction - Health and Safety e.g. Construction (Design and Management Regulations)	- Application Form - Interview - Pre/Post-Interview Check (if appropriate)
Skills and Abilities	- Written and verbal communication skills - Negotiation skills		- Application Form - References - Interview
Other	Current UK driving Licence		- Application Form - Interview



Role Profile

			• Pre/Post-Interview Check (if appropriate)
--	--	--	---

Please be aware that the successful candidate must be able to travel throughout North Ayrshire (own car/public transport/pool cars etc) for work purposes, meetings, training courses etc.



OUR STAFF VALUES & BEHAVIOURS

Value	Behaviours
<u>Focus</u> we put our customers first we understand the bigger picture	• Provide excellent customer services • Meet and, where possible, exceed the expectations of internal and external customers • Understand the performance levels and standards required within our own role and strive to achieve and, where possible, exceed these • Know how the work we do fits into the overall performance of the Council
<u>Passion</u> we take pride in the jobs we do we are ambitious for our community	• Take ownership of our own actions and performance. • Reflect on the work we do and consider how it could be improved. • Have a positive impact on the lives of our customers and their communities. • Push the boundaries to help our customers and communities realise their potential.
<u>Inspiration</u> we all look for better ways to deliver our services we achieve the best results by working together	• Find new ways to deliver improvements, efficiencies and value for money. • Embrace change with enthusiasm and creative ideas. • Work together and creatively produce the best outcomes for our customers and communities. • Plan all activities with the end goal in mind

