

**Job Description**

**Job Title:** Senior Project Officer**,** Active Travel Strategy

**Reference:** SUS3062

**Salary**: Grade G: £27,528 per annum

**Hours:** 37.5hrs per week:

4 days – Asset and Regulatory Team, East Lothian Council

1 day – Strategic Partnerships, Sustrans Scotland

**Fixed Term:** initially a 12 month contract, with the possibility of extension for the duration of the project (3 years)

**Bases:** East Lothian Council, John Muir House, Brewery Park, Haddington, EH41 3HA

Sustrans Scotland, Rosebery House 9 Haymarket Terrace Edinburgh EH12 5EZ

During the Covid-19 pandemic, home working will be expected due to office closures and restrictions.

**Purpose of Job:**

To facilitate a strategic approach to active travel infrastructure development and delivery in East Lothian, with particular attention to understanding the local barriers and working with East Lothian Council to overcome these. The post holder will support the coordination and delivery of active travel projects as set out within East Lothian Council’s Active Travel Improvement Plan and Transport Masterplan including leading stakeholder and community engagement.

The post-holder will work across council departments and in partnership with external organisations to identify and develop opportunities for investment in active travel. The post-holder may also assist with research to demonstrate demand for investment in cycle infrastructure.

**Management Structure:**

The post-holder will be task managed by the Senior Officer – Sustainable Transport, Asset and Regulatory Team at East Lothian Council and line managed by the Partnerships Manager, Strategic Partnerships at Sustrans Scotland. Workload for the post-holder will be steered jointly by the Project Working Group made up of senior staff from East Lothian Council and Sustrans Scotland.

**Key Relationships:**

Within Sustrans:

* Partnerships Manager, Scotland
* Head of Strategic Partnerships, Scotland
* Strategic Partnerships team, Scotland
* Policy and Communications team, Scotland
* Infrastructure team, Scotland
* I Bike Officer, East Lothian
* Behaviour Change team, Scotland
* Research and Monitoring Unit

Within LA:

* Asset and Regulatory Manager
* Project manager – Growth Delivery
* Team Manager - Policy and Strategy
* Principal Planner – Policy and Projects
* Behaviour Change Officer – Roads
* Sustainable Energy and Climate Change Officer
* Transport Planning – Roads
* Team Manager - Communications

External:

* Consultants, AECOM, STANTEC, WYG
* Key stakeholders in East Lothian

**Key Responsibilities:**

**Delivery of the Project:**

1. To facilitate a strategic approach to active travel development in LA, for example assisting the development of active travel strategies/ development plans/ project delivery processes to direct council investment into active travel (e.g. network development and prioritisation)
2. To plan and deliver high quality active travel projects, including initiating and supporting delivery of new/improved infrastructure
3. To identify and develop funding opportunities for active travel projects, including liaising with funders to discuss potential projects and submitting funding applications
4. To assist with research to demonstrate demand for investment in cycle infrastructure
5. To build connections to ensure a collaborative approach with stakeholders and through community engagement
6. To develop dynamic partnerships, bringing together the expertise and experience of a diverse range of partners to improve active travel infrastructure
7. To work across council departments and in partnership with external organisations to identify opportunities to align policy aims and increase investment in active travel
8. To influence, through sharing knowledge, expertise and evidence**,** this could include facilitating access to multiple support teams from Sustrans or training and knowledge sharing opportunities.
9. To attend and co-ordinate workshops, events and conferences on behalf of Sustrans and LA.
10. To present project updates and outcomes to a variety of audiences, including funders, key stakeholders and Sustrans staff, as well as conference presentations
11. To provide frequent project progress reports/updates to management
12. To utilise Sustrans guidance and support on active travel infrastructure and strategy
13. To work in an interdisciplinary manner with project teams both within Sustrans Scotland and LA.

**Communication and marketing:**

1. To support LA to promote active travel projects and integral active travel elements of transport projects.
2. To contribute towards raising the profile of Sustrans, by representing the charity at meetings, activities and events, as required
3. To support and comply with the charity’s guidance on branding, tone of voice and key messages, positively contributing towards raising Sustrans’ profile

**Training and personal development:**

1. To attend essential training as required
2. To ensure own personal development by working to objectives set as part of Sustrans’ appraisal process

**Health & Safety, Safeguarding and Equality, Diversity and Inclusion:**

1. To support and comply with Sustrans’ and [LA’s] Health and Safety policies and procedures
2. To work in accordance with the arrangements described in LA’s Health and Safety Management System including any project or department specific requirements
3. To support and comply with Sustrans’ and [LA’s] Safeguarding policies and procedures
4. To support and comply with Sustrans’ and [Las] policy and procedures relating to Equality, Diversity and Inclusion and apply principles of best practice in own role

**Other:**

1. To carry out other duties in support of Sustrans wider aims and objectives as required

**Working Conditions:**

The post-holder will be based at LA for at least four days a week, working as part of the Asset and Regulatory Team. Up to one day a week may be spent at Sustrans offices in order to undertake continuing training and development and to collaborate with other colleagues. The post-holder may also be expected to work weekends occasionally and have overnight stays away from home. Travel will be undertaken as sustainably as possible.

**Special Note:**

This job description does not form part of the contract of employment, but indicates how that contract should be performed. The job description may be subject to amendment in the light of experience and in consultation with the post-holder.

Compiled by: Partnerships Manager

Date: September 2020

**Senior Project Officer, Active Travel, East Lothian (SUS3062)**

**Person Specification**

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| **Criteria** | **Essential** |
| Qualifications, education and training | Educated to degree level or equivalent |
| Experience | Experience in at least one of the following; transport planning, strategic planning, urban design, traffic engineering, sustainable transport project delivery or similar  Project management including managing budgets  Partnership working and relationship-building  Working with local authorities  Behaviour change work  Community engagement |
| Skills and abilities | Excellent verbal and written communication skills  Excellent interpersonal skills  Ability to build relationships with partners, key stakeholders and communities  Strong analytical skills  Excellent report writing skills  Excellent presentation skills  Excellent organisational skills  Effective time management skills  Ability to be a team player  Ability to work independently and make decisions with minimal supervision  IT and digital media literate |
| Knowledge | Local authority statutory processes  National and international best practice in design and promotion of cycling, walking and wheeling  Knowledge of the funding context for active travel in Scotland |
| Other | Committed to the development and promotion of walking, cycling and wheeling |

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| **Criteria** | **Desirable** |
| Qualifications, education and training | Masters degree in transport planning, urban design, sustainable transport or relevant master’s topic/ equivalent professional accreditation or experience |
| Experience | Managing and delivering infrastructure projects to time and budget, including managing private contractors  Co-ordinating funding bids and preparing budgets  Producing design proposals and outline designs  Using statistical analysis to examine and evaluate data |
| Skills and abilities | Competent in using GIS (geographic information system) mapping  Competent in using AutoCAD and other professional design tools  Organisation of events and/or community engagement |
| Knowledge | Construction site Health & Safety practice  Understanding of the benefits of integrated sustainable transport and planning, policy and practice |