# Senior Project Officer: East Lothian Council

### Embedded officer role Connected Neighbourhoods directorate

## Role description

* **Salary:** Grade G
* **Location:** Scotland - Edinburgh or Glasgow hubs, and East Lothian Council offices, with flexibility to work from home a proportion of the time.
* **Line manager:** Principal Mobility Planner
* **Department / Team:** Connected Neighbourhoods
* **Contract:** Permanent – subject to funding

### Role summary

The Senior Project Officer will be embedded within East Lothian Council, in Scotland. They will provide expert support for that organisation’s active travel strategy, policies and plans, to ensure that walking, wheeling, and cycling are integrated into publicly funded transport strategies, programmes, and projects.

To achieve this, the post holder will facilitate community engagement, influence stakeholders through knowledge sharing and evidence-based decision-making, and enable the local authority to access support, training, and expertise from Sustrans teams.

The post holder will work collaboratively across departments within the organisation(s) they are embedded in to identify and develop funding opportunities, taking a strategic approach to active travel infrastructure development and delivery.

### Key responsibilities

* Develop and implement active travel strategies, plans, and project delivery processes to support investment in walking, wheeling, and cycling initiatives.
* Plan and deliver high-quality active travel projects, including initiating and supporting the delivery of new or improved infrastructure.
* Identify and develop funding opportunities, liaising with funders and submitting funding applications to support active travel projects.
* Facilitate public and community engagement to ensure a collaborative approach to project development, as well as contributing to promotional campaigns that encourage active travel.
* Work across multiple departments within specific public bodies and external stakeholders to align policy aims and increase investment in active travel.
* Provide expert advice and influence stakeholders by sharing knowledge, expertise, and evidence, ensuring best practices are implemented.
* Prepare reports and present project updates to a variety of audiences, including funders, local authority representatives, elected officials, and at relevant conferences.
* Support the project management of the Walking & Cycling Index in Scotland on behalf of local authority partners where applicable.

### Person specification

### Specific qualifications or experience required

* Experience in at least one of the following fields: transport planning, land use planning, urban design, traffic engineering, sustainable transport project delivery, or similar.
* Project management experience, with a proven track record of successful project delivery.
* Experience of working with or within local authorities. Strong partnership working and relationship-building skills (experience of working with consultants would be an advantage).
* Experience in community engagement or behaviour change initiatives.

### Specific/technical knowledge required

* Applied knowledge and experience in active travel infrastructure planning and design.
* National and international best practice in the design and promotion of walking, wheeling, and cycling.
* Understanding of the funding and policy landscape for active travel in Scotland.

### Skills and abilities

* Excellent verbal and written communication and presentation skills.
* Strong interpersonal skills, with the ability to engage effectively with partners, key stakeholders, and communities.
* Ability to work independently and make informed decisions with minimal supervision.
* Strong analytical and strategic thinking skills.
* Competency in using Microsoft Office and GIS (geographic information system) mapping tools.
* Excellent report-writing skills.
* Effective time management and ability to prioritise workload efficiently.
* Ability to develop concept designs for active travel infrastructure projects individually or as part of a team.

This document does not form part of the contract of employment but does outline our expectations. If we need to amend this document in the future we will consult with the post holder before doing so.

Sustrans is a registered charity in England and Wales (number 326550) and Scotland (SC039263).

We work for and with communities, helping them come to life by walking, wheeling and cycling.

We campaign to create healthier places and happier lives for everyone.

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