**Candidate Information**

**Senior Project Officer, Active Travel**

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| **Salary:**  | Grade G: £32,145 per annum  |
| **Hours:** | Full time hours are 37.5 hours per week |
| **Contract:**  | Permanent |
| **Disclosure:** | Protecting Vulnerable Groups scheme is not required for this position as the post holder will not be working with children in educational settings  |
| **Base:**  | **Scottish Borders Council Headquarters, Melrose** or other offices at various locations and Sustrans Hubs with flexibility to work from home a proportion of the time. |
| **Travel:**  | This role will involve regular travel most weeks. The focus of this role is the Scottish Borders Council area; we may occasionally need you travel further during the course of your work including occasional visits to Sustrans Offices and overnights stays. |
|  | A key part of being the Charity that makes it easier to walk and cycle is that most colleagues cycle, walk, wheel or use public transport for the majority of their work journeys. We support this with National Standards Cycling Training payment of bicycle mileage and covering the cost of public transport.  |

**Job Specific Information:**

The post holder will be based within the above Council’s and facilitate a strategic approach to active travel infrastructure development and delivery in the council area, working to shared priorities agreed between the council and Sustrans. The post holders will be line managed by Sustrans and task managed on a day-to-day basis by a key contact in their respective Council. The post holder will provide support in the development and delivery of active travel policies and proposals as set out within the respective Council’s plans and pipelined projects. 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 active travel infrastructure.

**Where this role sits in the Sustrans structure**

**Where this role sits in Scottish Borders Councils’ structure**

Your role will sit within the Economic Development team, however, your work as a Senior Project Officer is likely to coordinate/collaborate across service such Roads and Infrastructure, Transport, Planning and Communities.

**Job Description - About the Role**

**Overview:**

To work within Scottish Borders Council to help deliver our shared priorities for active travel.

The post holder will support the development and delivery of active travel policies, infrastructure projects and proposals as set out within **the council’s plans and projects pipeline** for an average of 4 days per week. They will work on Sustrans-specific tasks related to the Strategic Partnerships’ Team objectives for an average of 1 day per week.

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| **Where this role sits in our structure** | Reporting into a Partnerships Manager in Sustrans ScotlandThe role will work closely with the Place and Enterprise Manager in Scottish Borders Council who will be your task manager, you will also coordinate and collaborate with other Local Authority staff, and all Sustrans Senior Project Officers who have a similar role based in other Local Authorities across Scotland. This role does not have line management responsibility. |

**Key Responsibilities:**

This role is a Senior Project Officer with responsibilities that include:

* + - 1. To work strategically to develop active travel initiatives in the council. 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)
1. To plan and deliver high quality active travel projects, including initiating and supporting delivery of new/improved infrastructure.
2. Identify and develop funding opportunities for active travel projects, including liaising with funders to discuss potential projects and submitting funding applications.
3. To facilitate community / public engagement to ensure a collaborative approach to projects and their communication and engage with promotional campaigns to encourage active and sustainable travel.
4. To work across council departments and in partnership with external organisations to identify opportunities to align policy aims and increase investment in active travel.
5. To influence through sharing knowledge, expertise and evidence, including facilitating access to opportunities for support, training and knowledge from other teams within Sustrans
6. To prepare reports and present project updates and outcomes to a variety of audiences, which may include funders, local authority and Sustrans staff, elected members, as well as to wider audiences (e.g. conference presentations)

*We don’t expect anyone to be an expert in all these areas and as long as you meet the person specification we can train you in any gaps.*

**Person Specification**

The following criteria sets out the method by which the skills, knowledge and experience will be assessed against. Our website has a useful guide about how to make a great job application.

|  | **Application Form**  | **Interview** |
| --- | --- | --- |
| **Specific experience required** |  |  |
| Experience in at least one of the following: transport planning, land use planning, urban design, traffic engineering, sustainable transport project delivery or similar. | X | X |
| Project management  |  | X |
| Partnership working and relationship-building | X | X |
| Working with or in local authorities  |  | X |
| Behaviour change work |  |  |
| Community engagement |  | X |
| **Skills and Abilities** |  |  |
| Excellent verbal and written communication skills and presentation skills  | X | X |
| Excellent interpersonal skills and the ability to build relationships with partners, key stakeholders and communities  |  | X |
| Ability to work independently and make decisions with minimal supervision | X | X |
| Ability to be a team player |  | X |
| Ability to develop concept designs for active travel infrastructure projects either individually or as part of a design team |  | X |
| Strong analytical skills |  | X |
| Excellent report writing skills |  |  |
| Effective time management skills |  |  |
| Proficient in Microsoft Office |  |  |
| Competent in using GIS (geographic information system) mapping |  |  |
| Strategic thinking |  | X |
| Ability to persuade others to try out a new approach or idea | X |  |
| **Specific knowledge required** |  |  |
| National and international best practice in design and promotion of walking, wheeling and cycling.  | X | X |
| Knowledge of the funding context for active travel in Scotland  |  | X |

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.

**Everyone at Sustrans**

**Our values guide us in everything we do:**

* Including everyone
* Having the courage to question
* Acting local, thinking big
* Getting things done, together
* Always learning.
* Sustrans has clear health and safety policies and it is essential that all our colleagues follow these. Very often our teams come into contact with young people through schools work or community engagement so it is everyone’s responsibility at Sustrans to comply with our Safeguarding policies.
* One of our key strategic goals is to be a charity “for everyone”, building a more diverse and inclusive Sustrans. We recognise there is much more we can do to bring together diverse life experiences and voices to enable us to more fully understand, access and represent the communities we work in. Everyone at Sustrans should support this goal and follow our Equality, Diversity and Inclusion policies and procedures.
* Sustrans asks that all our employees develop their skills, knowledge and experience through training and personal development activities. Sustrans will support you with clear objectives and a supportive management culture - our teams tell us that one of the great things about working for Sustrans is the learning and knowledge sharing opportunities.
* It is very important that our colleagues are happy and able to work with IT systems - we use Microsoft programmes and other databases every day (we will train you on our bespoke systems)
* It is also important that everyone at Sustrans supports and follows with the charity’s guidance on branding/key messages and contributes towards raising Sustrans’ profile.
* Everyone at Sustrans is required to work their contracted hours and record their time – if extra hours are worked then we can take time off in lieu.­
* We ask that everyone in Sustrans helps us to develop new opportunities for funded work and builds excellent relationships with our delivery partners and stakeholders.

Two of our values are we get things done, together and we’re always learning. Managers often require their teams to get involved in activities that are outside of their job descriptions as we feel this is one of the ways you can learn on the job, develop new skills, make new contacts and progress your career with Sustrans.