

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
Job title:	Transport Projects Officer
Service:	Environmental and Regulatory Services
Team:	Sustainability
Location:	The Burys, Godalming, Surrey, GU7 1HR
Reporting to:	Sustainability Manager
Responsible for:	-
OUR ORGANISATIONAL VALUES	
Openness	In Waverley we value openness and honesty where communication is clear and constructive and actions are transparent .
Excellence	In Waverley we value excellence , working in a consistent and professional way to achieve the highest standards possible, taking the time to recognise and celebrate success .
Fairness	In Waverley we value fairness and respect , working with integrity to ensure that everyone is treated well and has equal access to the opportunities available.
Team Work	In Waverley we value team work and collaboration , with approachable staff actively contributing to our shared corporate goals.
Taking Ownership	In Waverley we value taking ownership , where everyone feels personally committed to issues at hand and is working towards a positive outcome

PRINCIPAL PURPOSE OF THE ROLE

To assist with the development, delivery and co-ordination of the Council's commitment to take action to address the climate emergency, reduce carbon emissions and work toward environmental sustainability.

To provide advice, guidance and information to the public, officers and councillors on sustainable and active transport. This includes being responsible for and undertaking a variety of projects that directly contribute to the Council's climate emergency and sustainability activities.

To develop and deliver specialist support and advice on sustainable transport opportunities that reduce carbon emissions to help the Council achieve its long-term target of becoming a carbon neutral council.

MAIN DUTIES AND ACCOUNTABILITIES

- To assist with the development, maintenance and active promotion of the Council's Climate Emergency Declaration and Action Plan including projects to support a wide range of projects on sustainable and active transport as well as on energy efficiency, biodiversity and waste minimisation.
- Liaise with the Waverley Cycle Forum to support the development of a cycling infrastructure across the borough in the short term and medium term
- Work with the Sustainability Manager and Sustainability Project Officer and the council's Economic Development team to ensure that the business community across Waverley are encouraged to actively support the use of sustainable transport both in relation to the transport of people and goods
- Develop a local Cycling and Walking Infrastructure Plan (LCWIP) to cover Waverley
- To provide technical and professional advice and respond to queries from inside the organisation to promote understanding of and contribution to the Council's Climate Emergency Action Plan.
- Actively engaging with the relevant partners, community groups and stakeholders in relation to promoting good practice and positive change.
- Be responsible for undertaking and managing a variety of projects that will deliver energy and carbon savings for the council. Work with relevant senior officers and external organisations to develop and promote a variety of programmes.
- To establish and maintain processes to monitor and report on progress against agreed climate emergency priorities and targets
- Create and promote behaviour change initiatives focused on sharing the Council's commitment to climate change mitigation and adaptation.
- Identify resources from a network of organisations and groups locally, and explore external funding opportunities. Assist with the preparation of funding bids and business cases for both internal and external funding streams.

- Work closely with other Council Services to support the implementation of the Climate Emergency Action Plan. Provide support and guidance to officers procuring services or undertaking initiatives to ensure sustainability is considered and implemented.
- To support the team with dealing with general correspondence from members of the public and elected members
- Develop a travel plan for Waverley employees to encourage active transport alternatives.
- Provide support to the Emergency Planning Team should the Council's Emergency Plans or Business Continuity Plans be activated
- To provide a high level of client and customer care to both external and internal organisations and individuals

Business Continuity

- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24 hour window.
- **Health and Safety**
Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required

DIMENSIONS OF THE ROLE

- There is currently a budget of £200,000 which the post holder will contribute towards spending.
- This post holder is required to work across the organization with officers at various levels including the chief executive, directors, heads of service and elected members.
- The post holder is required to work within the community and with external partners and stakeholders.

AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- Promote a high level of awareness of transport and general sustainability issues.
- The post holder will work with the Sustainability Manager in terms of proposing new projects that will deliver the Climate Emergency priorities of the council.
- The post holder is responsible for researching and identifying funding opportunities and for delivering carbon reduction and sustainability projects.

PLANNING/ORGANISING/CONTROLLING

- Helping to shape the future direction of the Council with regards to its sustainability performance by working closely with the Sustainability Manager to set long-term strategic priorities and deliver plans.
- Work collaboratively across all service areas and with senior managers (including those from partners organisations and agencies) in order to deliver the Climate Emergency Action Plan and carbon reduction initiatives.

CUSTOMERS AND CONTACTS

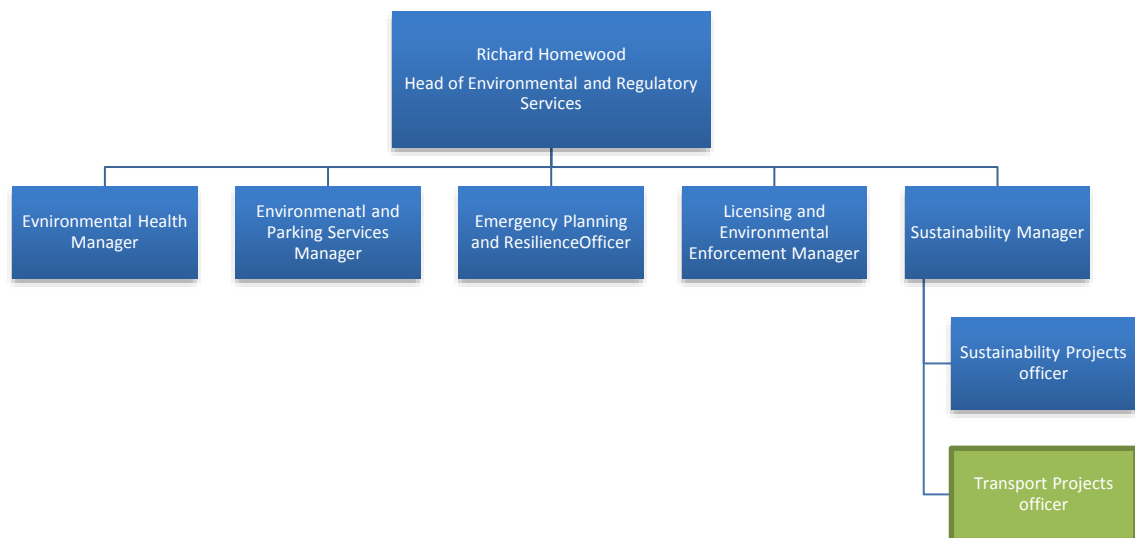
Internal

- Chief Executive,
- Strategic Directors and Heads of Service
- Officers at every level from all other teams
- Members of the Council and in particular Executive Portfolio Holders

External

- Voluntary organisations and community groups
- Members of the public
- Local businesses
- Partner organisations

SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as A, A/C or A/I within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	How ASSESSED	DESIRABLE CRITERIA	How ASSESSED
QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE	Degree or equivalent in an environmental /sustainability related subject	A/C		A/C
	Experience of working on environmental sustainability, sustainable transport and carbon reduction	A/I	Experience of outreach work on energy efficiency and environmental sustainability	A/I
	Project management experience	A/I	Experience of working in local government	A
KNOWLEDGE /TECHNICAL SKILLS	Detailed knowledge and understanding of the issues surrounding Sustainable transport and carbon reduction	A/I	Good numeracy skill and experience of budget management and financial reporting	A/I
	Demonstrable knowledge and understanding sustainable transport issues	A/I	Awareness of Safeguarding	I
	Experience of using data from a wide range of sources to drive both improvement and cost-efficiency.	A/I	A general understanding of relevant technical and legal issues	I
	Good influencing and decision making skills	A/I		
COMMUNICATION	Ability to negotiate successfully with a range of stakeholders	A/I	Ability to explain complex matters in a simple and understandable way	I
	Promotes a culture of open communication and consultation	A/I	Ability to deal with people confidently, sensitively and diplomatically	I

	Ability to build collaborative relationships with staff at all levels	A/I		
	Experience of producing detailed written reports	A		
CUSTOMER SERVICE	Excellent customer service skills and provision of a high quality service	A/I	Ability to respond to changing priorities	A/I
	Understanding of and commitment to promoting equality and diversity in service delivery and employment.	A/I	Ability to deal with skepticism in a positive and constructive manner	A/I
TEAM WORKING	Experience of building constructive and productive internal and external relationships	A/I		
	Display ability to work independently and using own initiative	A/I		
MANAGING SELF AND OTHERS	Ability to effectively organise, plan and prioritise own work to meet deadlines	A/I		
	Stays calm and focussed under pressure	A/I		
CAN DO APPROACH / ACHIEVING RESULTS	Ability to prioritise workload according to service requirements /changing priorities	I	Enthusiastic, flexible and resilient	I
ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet.	A		

How assessed

A =Application CV/Personal Statement

C = Certificates/professional Registration

D =DBS police check

E =Exercise

I =Interview

M =Medical assessment

For Official Use only			
Job title:	Transport Projects Officer	Post no:	
Service:	Environmental and Regulatory Services	JE score:	298
Team:	Sustainability	Pay band:	7
Location:	The Burys Godalming, Surrey GU7 1HR	Position type: (if part time, working pattern)	Full time 37 Hours/ Five day week
Competencies: (level 1 – 4)	Communication:	3	
	Customer Service:	3	
	Team Working:	2	
	Managing Self and Others:	2	
	Can do approach/Results	3	
REVIEWED BY:	Sustainability Manager	DATE:	Dec 2020
CHECKED IN:	Human Resources	DATE:	Dec 2020
LAST UPDATED:	Dec 2020	DATE:	Dec 2020