|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | | **Senior Transportation Officer (Rail Policy)**  Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role. | | **Working for Stockport Council** | | **Macintosh SSD:Users:tony.collinge:Desktop:values_job_description:STAR_logo_and_values.jpg**  Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.  [This video,](https://play.buto.tv/3My87) produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.  As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.  You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/>  H:\Directorate Services Team\Recruitment (Annalie Burns' Team)\Recruitment\OTHER\Diversity and Inclusion\DISABILITY CONFIDENT\employer_small.png |   green band epsStockport Council  **Job Description** | | | | | |
| JOB DESCRIPTION | | | | | |
| Post Title: | Senior Transportation Officer (Rail Policy) | **Vacancy Number:** | |  | |
| **Service Area:** | Highways & Transportation | **Salary Grade:** | SO1-SO3 Career Grade | | |
| **Directorate:** | Place |  | | | |
| **Responsible to:** | Relevant Team Leader Engineer/Team Leader Transportation &/or Team Manager | | | | |
| **Responsible for:** | Sc2-Sc6, Work Experience Students as required | | | | |
| **Main Purpose of the Job:**   * To contribute to improving the safety and performance of the highway network through the pro-active management of traffic and the network. * To provide high quality, cost effective services. To project manage and deliver services and/or projects, taking a holistic, joined up view of service and/or project design, delivery and evaluation. * To ensure that the Council manages its resources effectively, delivering value for money, enhancing opportunities to improve efficiencies and generating income where appropriate. * To apply skills, knowledge and experience to provide the Council with authoritative technical advice on improving and maintaining the performance of the highway network through the pro-active management of traffic and use of innovative design and maintenance regimes. | | | | | |
| **SUMMARY OF RESPONSIBILITIES & PERSONAL DUTIES**   * Contribute to the key aims and objectives of the Organisation, both within the post holder’s specific remit, across Highways and Transportation, Place and the Council as a whole. * Develop a shared understanding and knowledge of your own and other Highways and Transportation Service areas. * Develop and deliver a range of highways and transportation schemes of various types and sizes including; consultations, investigations, feasibility studies, design and construction. * Prepare, develop, deliver, manage and monitor projects and programmes that are aligned with the purpose of the Highways and Transportation Service. * Identify hazards, complete risk assessments, compile pre-construction information and ensure all design and construction works for schemes are planned and completed in accordance with relevant legislation. * Prepare tender/contract documentation, evaluate tender returns and award the contract. Administer the contract, supervise contractors, verify valuations and certify payments for completed works. * To be responsible for developing and maintaining effective internal and external stakeholder relationships including Councillors, the public, consultants, contractors and private developers. * Research, analyse and interpret a range of data in order to make objective and effective decisions to issues requiring an in-depth understanding of the respective work-areas ensuring compliance with the Council’s policies and procedures and appropriate legislation. * Take ownership of enquiries and issues requiring an in depth understanding of own work area and policies and procedures to ensure they are addressed and resolved in a thorough and timely manner. * Prioritise work, taking into account own and others workload, project timelines and other deadlines. * Make objective decisions at the appropriate level guided by varied procedures and practices requiring a high level of understanding and some interpretation and provide advice and feedback to support accurate decision making. * Analyse and interpret a range of data sources to inform decisions, taking a creative approach, and with reference to a variety of policies, procedures, and past practices. * Communicate sometimes complex information in a succinct and engaging manner using appropriate styles, methods and timing including digital channels to maximise understanding and impact. * Work with colleagues, stakeholders and partners to improve service/project delivery and develop new models of delivery to provide quality and value for money. * Use project management skills and techniques and work with teams to set priorities, goals, objectives, timescales and develop plans to achieve outcomes, identifying risks and mitigating actions. * To manage, use and develop Quality Assurance procedures. * To liaise and develop partnership working with officers from other Directorates within the Authority and with other public and private sector organisations and elected members in Greater Manchester and beyond. * To prepare, submit and present reports to the Council’s Committees and Executive identifying and recommending courses of action for the progression of schemes, projects and initiatives. * To keep informed and be able to assess the potential impacts of developments within the highways and transportation field keeping abreast of technological advances, amendments to legislation and government policies. * To be aware of income and expenditure within budget areas, highlighting areas of concern. * Work flexibly within the role and support general activities within Highways and Transportation, Place and the Council. | | | | | |

|  |
| --- |
| **ADDITIONAL RESPONSIBILITIES**   * To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities. * To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities. * To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account |

**ANNEXE 1 - WORK AREAS / SERVICE AREAS (FOR DEPLOYMENT)**

**SO1-SO3 - SENIOR ENGINEER / SENIOR TRANSPORTATION OFFICER**

This Annexe provides a brief overview of the specific range of activities that may be undertaken by this role within each function. It is not a comprehensive list of activities and you will generally work within one function at any one time but you could be expected to work in any of the functions with appropriate training.

|  |  |
| --- | --- |
| **Function** | **Activities** |
| **Network Management** | * To develop and recommend strategies and specific physical measures to enable the reduction in the number and severity of road accidents. * Prepare annual action plans for highways and transportation related activities in collaboration with other teams, partners and internal and external stakeholders. * To develop and implement specific physical improvement measures and actively carry out traffic network management. * Act as Lead Auditor on Road Safety Audits of minor road schemes. * To prepare a local strategy for the long-term provision of support for School Travel Planning to ensure its long-term sustainability. * To provide and promote the delivery of School Travel Plans and provide support for the implementation of actions and initiatives resulting from them. * To prepare, submit and present legal traffic orders and public notices, exhibitions and consultations. You will be required to manage and deliver these with consideration to time and cost constraints. * To monitor, research, audit and educate within the field of Road Safety and Sustainable Travel for the Council and wider community. * To supervise the provision of the GMRAPS service including apportionment of workload, exercising judgements and issuing of permits. |
| **Asset Management** | * To develop and recommend strategies and specific physical measures to enable the reduction in the number and severity of accidents using appropriate highway maintenance regimes. * To develop and implement specific physical improvement measures and actively carry out delivery activities to maintain and improve the network assets. * To prepare annual action plans for highways and transportation related activities in collaboration with other teams, partners and internal and external stakeholders. * To maintain a record of maintenance history, arrange data collection and condition surveys of key assets and to assist with the development of whole life cost models and lifecycle plans. |
| **Design & Improvement** | * To complete feasibility studies, inspections and surveys as necessary in support of scheme development across the Service and the Council. * To maintain an asset management system to record the condition surveys of assets and assist with maintenance strategies and the development of whole life cost models and lifecycle plans. * To develop and recommend strategies and specific physical measures to enable the reduction in the number and severity of accidents using appropriate highway and structure design and maintenance regimes. * To design and implement specific physical improvement measures and actively carry out delivery activities to maintain and improve the network assets. * To prepare annual action plans for highways and transportation related activities in collaboration with other teams, partners and internal and external stakeholders. |
| **Transport Strategy & Growth** | * To develop and recommend strategies and specific physical measures to enable the reduction in the number and severity of accidents using appropriate highway design and structures design and maintenance regimes. * To develop and recommend strategies and specific physical measures to enable the reduction in the number and severity of flooding incidents within the Borough. * Prepare annual action plans for highways and transportation related activities in collaboration with other teams, partners and internal and external stakeholders. * To prepare a local strategy for the long-term provision of support for School Travel Planning to ensure its long-term sustainability. * Deliver and facilitate the delivery of strategies, action plans, a programme of business engagement and a range of initiatives that help deliver projects and programmes that are aligned with the service purpose of the Highways and Transportation Service. * Work in partnership across the Council, Borough and Greater Manchester to improve the highways and transportation network and transport connectivity for local people and visitors. |

**ANNEXE 2**

**SO1 - SENIOR ENGINEER / SENIOR TRANSPORTATION OFFICER**

|  |
| --- |
| **Activities** |
| * Develop and deliver a range of minor and none complex highways and transportation schemes of various types and sizes including; consultations, investigations, feasibility studies, design, construction and maintenance. * Identify hazards, complete risk assessments, compile pre-construction information and ensure all design and construction works for minor and none complex schemes are planned and completed in accordance with relevant legislation. * Prepare tender and contract documentation and evaluate tender returns and award the contract. * Administer the contract, supervise contractors, verify valuations and certify payments for completed works. * To be responsible for developing and maintaining effective internal and external stakeholder relationships including Councillors, the public, consultants, contractors and private developers. * To monitor, research, audit and educate in the field of Road Safety and Sustainable Travel for the Council and wider community. * Research, analyse and interpret a range of data in order to make objective and effective decisions to issues requiring an in-depth understanding of the respective work-areas ensuring compliance with the Council’s policies and procedures. * Supervise and check work of junior staff in terms of assisting in project delivery. * Supervise and check work of consultants in terms of design delivery. * Supervise and check work of statutory undertakers, developers and contractors in terms of construction delivery. |

**ANNEXE 3**

**SO2 - SENIOR ENGINEER / SENIOR TRANSPORTATION OFFICER**

|  |
| --- |
| **Activities** |
| * Develop and deliver a range of medium scaled and more complex highways and transportation schemes of various types and sizes including; consultations, investigations, feasibility studies, design, construction and maintenance. * Identify hazards, complete risk assessments, compile pre-construction information and ensure all design and construction works for medium scale and more complex schemes are planned and completed in accordance with relevant legislation. * Prepare tender and contract documentation and evaluate tender returns and award the contract. * Administer the contract, supervise contractors, verify valuations and certify payments for completed works. * To be responsible for developing and maintaining effective internal and external stakeholder relationships including Councillors, the public, consultants, contractors and private developers. * To monitor, research, audit and educate in the field of Road Safety and Sustainable Travel for the Council and wider community. * To supervise the provision of the GMRAPS service including apportionment of workload, exercising judgements and issuing of permits. * Research, analyse and interpret a range of data in order to make objective and effective decisions to issues requiring an in-depth understanding of the respective work-areas ensuring compliance with the Council’s policies and procedures. * Instruct, supervise and check work of junior staff in terms of assisting in project delivery. * Instruct, supervise and check work of consultants in terms of design delivery. * Instruct, supervise and check work of statutory undertakers, developers and contractors in terms of construction delivery. |

**ANNEXE 4**

**SO3 - SENIOR ENGINEER / SENIOR TRANSPORTATION OFFICER**

|  |
| --- |
| **Activities** |
| * Develop and deliver a range of major and complex highways and transportation schemes of various types and sizes including; consultations, investigations, feasibility studies, design, construction and maintenance. * Identify hazards, complete risk assessments, compile pre-construction information and ensure all design and construction works are planned and completed in accordance with relevant legislation. * Prepare tender and contract documentation and evaluate tender returns and award the contract. * Administer the contract, supervise contractors, verify valuations and certify payments for completed works. * To be responsible for developing and maintaining effective internal and external stakeholder relationships including Councillors, the public, consultants, contractors and private developers. * To monitor, research, audit and educate in the field of Road Safety and Sustainable Travel for the Council and wider community. * To supervise the provision of the GMRAPS service including apportionment of workload, exercising judgement and making decisions on granting of permits. * Research, analyse and interpret a range of data in order to make objective and effective decisions to issues requiring an in-depth understanding of the respective work-areas ensuring compliance with the Council’s policies and procedures. * Allocate, instruct, supervise and check work of junior staff in terms of assisting in project delivery * Allocate, instruct, supervise and check work of consultants in terms of design delivery. * Allocate, instruct, supervise and check work of statutory undertakers, developers and contractors in terms of construction delivery. |



Stockport Council

Competency Person Specification

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

|  |  |
| --- | --- |
| **Competency** | **Essential or Desirable** |
| To work to the Council’s values and behaviours:   * To keep the people of **Stockport** at the heart of what we do * To succeed as a **team**, collaborating with colleagues and partners * To drive things forward with **ambition**, creativity and confidence * To value and **respect** our colleagues, partners and customers | Essential |
| Experience of researching, evaluating and producing policy and strategy documents and initiatives in relation to rail | Essential |
| Experience of identifying, designing, developing, delivering and promoting community projects and initiatives | Desirable |
| Experience of the management of project budgets and the development of funding applications | Desirable |
| Extensive experience of community engagement and working with members of the public and external stakeholders in an outward facing role. | Essential |
| Ability to communicate clearly and concisely on all levels in multiple formats including presentations to varying stakeholders and the management and minuting of meetings. | Essential |
| Excellent inter-personal skills and the ability to work on your own initiative and work effectively as part of a multi-disciplinary team | Essential |
| Experience of working successfully on multiple projects at the same time and managing competing priorities | Essential |
| Political awareness and the ability to work with Councillors, teams within Highways and Transportation, other services within the council, stakeholder groups, businesses and the public | Essential |
| An ability to represent the Council at external meetings and with external stakeholders | Essential |
| An ability to work flexibly, with some evening and occasional weekend working | Essential |
| Thorough understanding and use of Microsoft Office software and the use of websites and social media | Essential |
| Qualified to degree level in a relevant subject or equivalent experience in a relevant field | Essential |
| The ability to converse at ease with service users/customers and provide advice in accurate spoken English. | Essential |