

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Economy
SECTION:	Planning and Development
LOCATION:	Mainly working from home with requirements to attend meetings and visit projects in Calderdale, Rochdale and further afield.
JOB TITLE:	Community Rail Partnership Officer
POST NUMBER:	
Grade:	7 (SCP 25-29)
Accountable to:	East Lancashire Railway Trust Officer and Calder Valley Line Community Rail Partnership Steering Group
Accountable for:	Project management of projects undertaken by the Calder Valley Line Community Rail Partnership
Hours of Duty:	18.5 hours per week, flexible working in accordance with the needs of the service.
Any Special Conditions of Service:	<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.</p> <p>This post is/is not Politically Restricted in accordance with the current regulations (<i>delete as appropriate</i>).</p>

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

PURPOSE AND OBJECTIVES OF THE JOB

To act as lead officer for the Calder Valley Line Community Rail Partnership, its host local authorities, partners, members and funders to increase patronage of the line and contribute to regeneration in Rochdale and Calderdale Boroughs.

To gather ideas, plan and deliver projects along the routes and stations covered by the Community Rail Partnership (CRP).

To engage additional community support from a wide variety of community groups and agencies and manage community-based projects and events in the CRP area with an emphasis on social inclusion.

To develop and promote the integration of rail services with other modes of transport including bus services, walking and cycling, working with relevant operators and local authorities.

To contribute to the Calder Valley Line Community Rail Partnership's corporate and social responsibilities including policy, procedures and governance arrangements.

Control of Resources

Personnel

To operate as part of a Project Management team deputising for senior management as required.

Financial

To financially manage any project budget(s) allocated to the post holder and contribute to any financial reporting required.

Equipment/Materials

To be responsible for the assets, equipment and materials used in the delivery of services, ensuring they are properly protected from loss and provide value for money.

To be responsible for the efficient and cost effective procurement, commissioning and maintenance of equipment both directly and through third party organisations.

Health/Safety/Welfare

To be responsible for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal

- Management and staff within the Economy Directorate
- Management and staff of other Services within the Authority
- Elected Members from Rochdale Borough Council
- Members of the Calder Valley Line CRP Steering Group
- Members of the Calder Valley Line CRP Stakeholder Group
- Internal Contractors

External

- Management, staff and elected members within Calderdale Council
- Management and staff of partner organisations
- Representatives of community groups, voluntary organisations and the local business community
- Members of the public
- Representatives of Transport for Greater Manchester, the Greater Manchester Combined Authority and West Yorkshire Combined Authority
- Staff and management of other local authorities and public bodies e.g. Network Rail, Community Rail Network
- Elected members in other local authorities
- Local MPs
- Media
- External Contractors

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

Principal Duties

1. To act as the lead officer providing policy advice and appropriate professional support to the Calder Valley Line Community Rail Partnership Steering Group.
2. To develop and deliver projects as part of the Calder Valley Line Community Rail Partnership Annual Action Plan.
 - a. To co-ordinate, prepare and present detailed reports on the progress of the Action Plan for the Calder Valley Line Community Rail Partnership Steering and Stakeholder Groups covering project updates, financial management, resources and future requirements;
 - b. To manage the successful implementation of projects and policies and input into community rail initiatives to ensure successful delivery;

**Rochdale Borough Council
Person Specification**

Service :	Economy	Post:	Community Rail Partnership Officer
Section :	Planning and Development	Post Number :	
Job Ref:		Grade:	7

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Essential criteria		How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1	Are you willing and able to attend evening meetings and other out of hours working as required?	AF, I
2	Are you willing to travel and work at various locations in Rochdale and Calderdale Boroughs?	AF, I
(b) Qualifications and Experience		
3	Do you have experience of working in the public or private sector or with community/voluntary organisations?	AF, I
4	Do you possess knowledge and awareness of the workings of local government, a public transport operator or a charitable/voluntary body?	AF, I
5	Do you have experience of forging positive working relationships to deliver projects or bids for funding, preferably community based?	AF, I
6	Do you have the ability to use standard computer packages such as Word, Excel and PowerPoint?	AF, I
(c) Skills and Knowledge		
7	Please give details of any projects which you have contributed to successful delivery.	AF, I
8	Please detail your experience of partnership working and building strong working relationships with funders, external partners, elected Members or the voluntary sector.	AF, I
9	Please provide details of your ability to exercise sound judgement and decision making and of ensuring any agreed targets or outcomes are delivered.	AF, I
10	Please detail your competence in the preparation and delivery of professional reports, both in writing and verbally.	AF, I
11	Please provide details of your knowledge of managing budgets and the monitoring/reporting of spend.	AF, I
12	Please provide details of your work in researching and preparing bids for funding	AF, I

(d) Behaviours and Values		
13	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach <p>Please confirm you are willing to adhere to these values and behaviours.</p>	AF/I
Desirable criteria		How Identified: AF Application Form I Interview A Assessment
(e) Qualifications and Experience		
	N/A	
(f) Skills and Knowledge		
14	Tell us about your experience of marketing, communications and/or using social media professionally.	AF/I
15	Tell us about your working knowledge of the UK rail industry and/or transport policy.	AF/I
(g) Behaviours and Values		
16	If applying as part of the Armed Forces Scheme: Please confirm your last long term employer was the Armed Forces.	AF/I
17	If applying as part of the Armed Forces Scheme: Please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	AF/I
18	Flexible in approach and able to meet the changing demands of the role.	AF/I