

<b>Job Description</b>			
<b>Title</b> <b>Community Transport Officer</b> <b>Grade 5</b>	<b>Service Group</b> <b>Highways and Transport</b>	<b>Post Ref</b>	
<b>Job Purpose</b> <i>To be responsible to the Team Manager for the development of the Community Transport Sector to deliver the Place Strategy.</i>			
<b>Key Responsibilities</b>  <div><div></div><div>1. Contribute towards local bus and community transport strategy development and ongoing local bus reviews.</div><div>2. Advise the Community Transport sector on transport legislation to ensure compliance with legislation and inform commercial and charitable development.</div><div>3. To advise Community Transport Sector on business and resource planning</div><div>4. Identify and advise the Community Transport Sector on the preparation of bids to Government, National Lottery and Charities i.e. DfT Minibus fund, Waites Foundation, and District Councils.</div><div>5. Advise the Grant Aid monitoring team on Community Transport projects funded from Local Improvement Scheme monies.</div><div>6. To manage and monitor a Community Transport Sustainability and Innovation fund circa £50k per annum.</div><div>7. Contribute to the preparation of consultants briefs and help manage and monitor the commissions.</div><div>8. To research best practice within the sector and share with Local Community Transport providers.</div><div>9. To prepare consultation responses to Government on Transport legislative changes.</div><div>10.To be responsible for the Notts Community Transport Forum to exchange best practice and facilitate joint working.</div><div>11.Promote the development of internal and external partnerships within the Council, other Councils, Passenger Transport Companies, private employers, NHS and the Third Sector.</div></div>		<b>Key Accountabilities</b>  <div><div></div><div>1. To be accountable for the specified service targets as agreed with the Team Manager.</div><div>2. Effective input into the formulation of internal and external bids for funding for Community Transport Improvements.</div><div>3. Effective advice to the Community Transport Sector on legislative changes and to NCC officers.</div><div>4. Manage the budget for the Community Transport Sustainability and Innovation fund</div><div>5. Effective input into the development of Partnerships.</div><div>6. Effective input into service reviews and business plans including the Local Bus review.</div><div>7. Preparation of reports for senior officers and councillors</div></div>	

<p>This will include SLA's where appropriate.</p> <p>12. Provide relevant advice, guidance and reports for senior officers, Team Managers and Councillors.</p>	
<p><b>The post holder will perform any duty or task that is appropriate for the role described</b></p>	

***Person Specification***

<b><i>Education and Knowledge</i></b>	<b><i>Personal skills and general competencies</i></b>
<ol style="list-style-type: none"> <li>1. Evidence of continuous professional development.</li> <li>2. NVQ level 3 in business management or equivalent and/or specific qualification in a relevant field.</li> <li>3. Knowledge of budget management and monitoring.</li> <li>4. Knowledge of transport policy and the role of Passenger Transport to help deliver national and local objectives.</li> <li>5. Knowledge of transport legislation incl. O'licence, S19 and S22 permits, taxi and carshare legislation</li> <li>6. Knowledge of bid preparation for external funding.</li> <li>7. Knowledge of County Council policies and procedures including procurement guidelines.</li> </ol>	<ol style="list-style-type: none"> <li>8. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff.</li> <li>9. Anticipates customer needs to provide excellent service continually striving to improve efficiency and effectiveness.</li> <li>10. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.</li> <li>11. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available.</li> <li>12. Ability to meet agreed objectives and delivery targets by the effective use of resources.</li> <li>13. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards.</li> </ol>

<p><b><i>Experience</i></b></p> <ul style="list-style-type: none"> <li>14. Experience of the delivery of projects in the area of passenger transport or its associated infrastructure.</li> <li>15. Experience of analysing of management and budget data and preparing reports for Senior Officers.</li> <li>16. Experience of verbal and written communication with partners and customers.</li> <li>17. Experience of contributing towards business planning.</li> <li>18. Experience of preparing bids</li> <li>19. Experience of contract procurement, contract monitoring and monitoring budgets.</li> <li>20. Experience of working in across County Council departments and with external organisations.</li> </ul>	
<p><b><i>Role Dimensions</i></b></p> <p><b><i>Core area/s of responsibility</i></b></p> <ul style="list-style-type: none"> <li>21. To advise the Community Transport sector (16 organisations) on legislative changes which may impact on their operations</li> <li>22. To advise the sector on business planning and development to improve long term sustainability and help the County Council achieve the Place Strategy outcomes incl. training, recruitment and marketing</li> <li>23. To advise the sector on bidding opportunities such as the DfT minibuss fund £25m.</li> <li>24. To support the development of Community Strategy development.</li> <li>25. To advise on the development of partnerships with internal and external bodies.</li> <li>26. To ensure all project procurement is in line with NCC financial regulations and ensure projects are delivered on time and too budget.</li> <li>27. Financial Responsibility for the Community Transport Innovation and Sustainability fund up to £50k per annum.</li> </ul>	