

AMBITIOUS

CREATIVE

COLLABORATIVE

SUPPORTIVE

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Senior Transport Specialist
<b>MANAGED BY:</b>	Head of Transport
<b>GRADE:</b>	12

## BACKGROUND

### **Working at the West of England Combined Authority**

The West of England is a fantastic place to live and work; a place where ideas flourish and businesses grow, and a diverse population calls home. With a highly-skilled workforce, innovative businesses, rich cultural and natural assets, and excellent connections, the West of England competes on a global scale.

In 2017, the West of England Combined Authority (WECA) was formed to bring the region together to drive economic growth. A West of England Mayor was elected, and significant powers and funding were transferred to the region to support work to ensure residents have better skills, more job opportunities and a better quality of life. We're working with our regional partners and with Government to protect the environment and ensure the West of England continues to be a thriving, successful and innovative place for future generations.

Covid-19 has had a big impact on the West of England, and we are leading the regional economic recovery, bringing people together to ensure our region remains a thriving, successful and innovative place to live and work. By joining WECA, you will be helping us with this important work.

WECA is made up of three of the region's local councils - Bath & North East Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the West of England Combined Authority continues to work closely with North Somerset Council. The Combined Authority also the accountable body for the West of England Local Enterprise Partnership.

WECA is an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support needed during the recruitment process.

## PURPOSE OF THE JOB

A two-year, fixed term, full time WECA Senior Officer to co-ordinate the transport work-stream to support the Spatial Development Strategy through scenario formulation and shortlisting, public consultation and Examination in Public.

## KEY RESPONSIBILITIES

WECA is progressing a Spatial Development Strategy (SDS) to replace the Joint Spatial Plan withdrawn in early 2020. For adoption by the end of 2023, the SDS will set out principles for the location and quantum of housing and employment development in the WECA area up to 2040. An important element of the production of the SDS is the need to ensure it is sustainable in terms of its transport and carbon impacts. The postholder will lead and coordinate the transport work-stream with the following key responsibilities:

- To report to and support the WECA Head of Transport in the provision and coordination of transport appraisal to support the WECA SDS;
- To co-ordinate transport input into the development of spatial planning for the region and other supporting region-wide plans, strategies, and documents such as Supplementary Planning Documents, Development Briefs and Design Guidance.
- Prepare and monitor the transport work-stream to support the WECA SDS including project plan, resourcing, budget and funding sources, key milestones and critical path;
- Facilitate the transport policy officer working group across the WECA authorities and North Somerset, including agenda setting, minutes, risk register and issues log, to support the work-stream;
- Work with WECA SDS programme manager to lead and coordinate engagement between transport policy officers and Heads of Planning Policy, including joint meetings and workshops;
- Based on a set of transport-based values and principles, develop and lead delivery of an appraisal framework to help clarify the transport implications of a range of strategic spatial scenarios, and help formulate and recommend a preferred spatial scenario to the Joint Transport and Planning Boards, Regeneration, Development and Transport Steering Group (RDTSG) and Infrastructure Officer Board (IOB);
- Develop and coordinate the appraisal to confirm subsequent transport mitigation packages, including the use of computer transport models and interpretation and presentation of results;
- Develop and coordinate transport material for stakeholder engagement and public consultation on the SDS;

- coordinate and present transport evidence to support an Examination in Public (EiP) on the SDS;
- Provide highlight and other reports to the Regeneration, Development and Transport Steering Group and Infrastructure Officer Board;
- To prepare reports and presentations for Committees and other public meetings;
- Formulate and confirm Investment Fund funding requirements for transport support for the SDS to WECA committee as appropriate; and
- To assist and lead in any other areas of comparable work as may be required by the Head of Transport because of workloads and priorities.

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Educated to degree level in relevant academic subject (such as Transport Planning, Geography, Environmental Studies/Science);
- Qualification or significant experience in relevant project management disciplines and their practical application, including management of cost, risk, schedule, change and requirements;
- Knowledge of producing transport policy and appraisal of transport plans, strategies and/or schemes;
- Knowledge of strategic and local development plans and/or appraisal of major developments;
- Significant knowledge of transport modelling techniques;
- Understanding of transport, highway and environmental issues affecting the operation of a regional transport network; and
- Understanding of key local government politics, political structures and culture related to the role.

#### Experience

- Demonstrable experience in the incorporation of transport principles, policy, priorities and schemes in the formulation of strategic planning policy documents.
- The experience and credibility to work effectively with senior managers, leaders and portfolio holders
- Proven ability to understand and promote complex issues in a persuasive and sensitive manner
- Proven ability to present complex information to a range of key stakeholders to secure buy-in and engagement
- Understanding of transport and highways legislation, national policies and professional best practice.
- Demonstrable experience of partnership working with a range of local authority and stakeholder groups, politicians and disciplines.
- Experience of participation in public inquiries or examinations.
- Experience of formulation of, and participation in, public consultations.

#### Skills and Competencies

- Excellent project and programme management skills
- Ability to communicate effectively with elected Members and colleagues at all levels across the Combined Authority, constituent councils, stakeholders and members of the public.

- Ability to work in a collaborative way while simultaneously setting direction
- Ability to work constructively as part of a team.
- Able to research, collate and analyse complex issues and develop innovative approaches to problem solving.
- Able to prioritise workload, to work under pressure and meet deadlines, acting on own initiative when necessary.
- Clear understanding of working in a political environment

#### DESIRABLE

- A relevant post-graduate qualification, and/or chartered membership of a relevant professional body.

#### REWARDS AND BENEFITS

WECA staff receive:

- 25 days annual leave, rising to 30 after five years' continuous service, plus bank holidays, pro rata
- Auto-enrolment into the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Commuter Travel Club - WECA employees can sign up to receive discounted monthly bus tickets, unlimited bus travel for work or leisure within your chosen zone, automatic ticket renewal and price freeze for 12 months.