**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | Active Travel Officer |
| **Job Reference** | 17820 |
| **Grade and Salary** | 5 - £33,366 per annum (pro rata if part time)This role includes performance related pay progression |
| **Service and Team** | Transport Strategy – Transport, Travel and Safety team |
| **Location** | Endeavour House, 8 Russell Road, Ipswich, IP1 2BX or West Suffolk House, Western Way, Bury St Edmunds, IP33 3YU or Riverside, 4 Canning Way, Lowestoft, NR33 0EQ |
| **Hours per week** | 37 |
| **Status** | **Fixed Term** or secondment for up to 12 months (maternity cover) |
| This role may offer the following flexible working options | * *Working part time hours (eg different hours/days to those advertised)*
* *Job sharing*
* *Working compressed hours (eg a nine-day fortnight)*
* *Term time working (including partial term-time working)*
* *Use of flexitime / time off in lieu*
* *Hybrid working options, including some home working*
* *Working from different Council buildings*
* *Working adjusted core hours (eg starting later and finishing later or other patterns)*
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| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

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| **Main purpose of the job** |

The Active Travel Officer will develop travel plans and work with schools, businesses and developers to change the travel behaviour of individuals and persuade people to choose walking, cycling or public transport.

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| **About the team**  |

The post holder will report to the Behaviour Change Team Manager. The team sits within the Transport Strategy division of the Growth, Highways and Transport Department.

The Transport Travel and Safety team includes specialist officers with responsibility for road safety education and training, transport planning, behavioural change, traffic management, safety engineering and the school crossing patrol service. The team works with internal partners across Suffolk County Council, including Public Health and external organisations as part of the Suffolk Roadsafe Partnership. We are a lively and proactive team which is pragmatic and solutions-focussed.

**Key relationships:**

* This role reports to the Behaviour Change Manager.
* Other mangers and staff within the Transport Strategy division, in particular with the Strategic Transport and Policy Manager and the Development Management team as there is considerable synergies between the strategic and planning functions and the delivery of behavioural change.
* Suffolk County Council’s CYP and Public Health professionals and managers.
* Headteachers, teachers and governors of schools and colleges.
* Businesses and local representative organisations.
* Developers.
* Cabinet Holder with responsibility for Roads and Transport, County and Parish Councillors.
* Relevant bodies in local government and Department for Transport.

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| **What you will be expected to deliver in the role** |

Reducing the demand for car travel is a key element in our local transport plan strategy for urban areas. This is great opportunity for you to help in solving a growing transport problem in Suffolk. Changing the travel behaviour of individuals and persuading people to choose walking, cycling or public transport instead of driving to work or taking children to school by car is difficult. This is, however, essential if we are to support future growth, tackle traffic congestion in Suffolk’s larger towns, and reduce the health and climate change impacts of personal travel.

You will work with employers, developers, residents and schools, primarily in the larger towns, to deliver effective travel plans. This a key element within the Suffolk Local Transport Plan.

* Develop travel planning to support the implementation of the Suffolk Local Transport Plan in priority areas.
* Comment on development plans that require travel planning measures and work with the developers / their agents to ensure that the travel plans are implemented and monitored.
* Provide advice to local businesses about workplace travel plans.
* Provide advice to schools about travel planning
* Work with employers to develop detailed travel plans for individual businesses and co- located groups of businesses.
* Develop a consistent approach to travel planning for new developments, including schools, in liaison with the Development Management Team and CYP.
* Secure funding from public and private bodies to support initiatives to increase active travel.
* Assist in the delivery of a behaviour change communication strategy, which may include regular promotional activities, including websites and social media.

**Day to day tasks may include:**

* You will manage your own workload, plan and carry out individual projects from inception to completion.
* Engage with bodies representing and senior managers of local businesses to develop effective workplace travel plans.
* Engage with schools and communities to develop effective school and residential travel plans/
* Influence stakeholders to pursue more sustainable transport options within their organisations by personal visits.
* Give advice to colleagues in CYP about travel plans for new schools
* Identify opportunities for area-based travel plans/
* Give presentations to local organisations and individual businesses.
* Provide advice on travel planning/
* Prepare travel plans.
* Commission promotional and marketing material.
* Monitor the effectiveness of travel plans/
* Provide advice to development management staff.
* Assist in the development of sustainable transport policies.

Although this list provides examples of what you will be doing it’s not intended to be exhaustive, and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

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| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. NVQ Level 6 (graduate), or Level 5 (foundation degree) or equivalent experience.
2. Working towards a professional qualification. (Desirable)
3. Membership of appropriate professional organisation. (Desirable)

**Values and personal qualities**

1. Demonstrates a passion for making a positive difference for Suffolk.
2. Shares our [WE ASPIRE](https://www.suffolk.gov.uk/jobs-and-careers/working-for-suffolk-county-council/our-weaspire-values/) Values and strives to lead by example in relation to these.
3. A strong commitment to fairness and Equality, Diversity and Inclusion (EDI).
4. Strives to continuously improve in everything they do, taking the initiative to learn and develop.
5. Brings creativity into their work through innovation and openness to change.
6. Collaborates well with others and offers assistance and support to colleagues.
7. I am committed to the promotion of sustainable transport for all.
8. I work with my colleagues to achieve the best we can and support one another in our work as one team.
9. I build relationships outside of the Transport Strategy team to help deliver our objectives.
10. I adapt the way I work in order to positively benefit others.
11. I am a confident communicator who can convey both simple and complex information with a wide range of audiences, both internally and externally.

**Specialist knowledge skills and experience**

1. Good knowledge and experience of school, business and residential travel planning and overseeing the delivery of plan objectives.
2. Good working knowledge of transport legislation, local & national strategy, technical and political frameworks relevant to travel planning
3. Proven experience in raising funds for projects from external sources.
4. Strong verbal and written skills to interpret complex legislation, guidelines, and technical information to produce reports, recommendations and advice for a wide range of audiences using a variety of media.
5. Experience of applying creative thought and working collaboratively with a range of stakeholders to develop solutions to complex problems.
6. Proficient in the use of Microsoft Office programmes, and other software relevant to the role.
7. Able to write detailed reports and respond to correspondence.
8. Political awareness and good understanding of local government.
9. Proven ability to effectively manage own time.
10. Able to represent the authority at meetings, often supported by more senior officers.

**Additional requirements**

1. Able to travel to attend meetings across Suffolk.

If you think you have what it takes to be successful in this role, even if you don’t meet all the criteria, please apply. We’d appreciate the opportunity to consider your application.

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| **Travel requirements** |

* **Infrequent Travel** - On occasions, there may be a requirement for you to travel using reasonable and suitable means available to you.

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| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.