



## **JOB DESCRIPTION**

**POST:** Sustainable Travel Infrastructure Officer

**DEPARTMENT:** Climate & Nature Recovery

**REPORTING TO:** Sustainable Travel Manager

**RESPONSIBLE FOR:** None

**GRADE:** 5

**Fixed term for two years**

### **MAIN JOB PURPOSE:**

To support the development, coordination and delivery of sustainable travel infrastructure across Mid Suffolk, including: active travel schemes identified within the councils Local Cycling and Walking Infrastructure Plan, Electric Vehicle (EV) charging infrastructure, planning responses and wider cross-council projects that enable low-carbon rural mobility.

### **DUTIES AND RESPONSIBILITIES:**

- Contribute to delivery of the councils' Sustainable Travel Vision and Carbon Reduction Management Plan.
- Progress and deliver schemes within the council's Local Cycling and Walking Infrastructure Plan (LCWIP), working closely with Suffolk County Council Highways and Public Rights of Way teams, the district council's Infrastructure and Strategic property Teams, local stakeholders and design engineers and contractors.
- Monitor and report on LCWIP scheme progress, keeping internal dashboards and public-facing information up to date.
- Lead on small-scale infrastructure installations, such as cycle parking provision and bike maintenance stands.
- Act as lead officer for Electric Vehicle (EV) infrastructure: coordinate with Suffolk County Council on the Plug in Suffolk program, support any further district-led charge point installations, and refresh/update the Council's EV Infrastructure Implementation Plan.
- Respond on planning applications, as a consultee, where relevant to sustainable travel access, connectivity or infrastructure requirements.
- Work with the council's Communications Team to promote new sustainable travel and EV infrastructure.
- Identify opportunities to integrate sustainable travel infrastructure into other council programmes, including capital regeneration projects and our work with the key market towns within the districts.

- Represent the Council within relevant partnerships, including the Suffolk LCWIP liaison group and the Suffolk Climate Emergency Plan Low Carbon Transport theme group.
- Engage with local community organisations and venues, businesses, planning applicants and internal project leads to support sustainable travel plans and infrastructure delivery.

## Additional information

- Does this job require a DBS check? **No**
- This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the council's statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. **Yes**
- The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. **No**
- Due to the need to visit sites and communities in rural districts with limited public transport, use of a vehicle is essential, as is a full clean driving licence and insurance for business travel.
- Occasional evening or weekend attendance at events may be required

*This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*

## PERSON SPECIFICATION

**The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.**

### REQUIREMENTS

The postholder must be able to demonstrate:

### MEASURED BY:

A Application form  
 I Interview  
 T/P Test/Presentation

### EDUCATION/TRAINING

*(Academic, vocational/professional and other training)*

Relevant degree or equivalent experience in sustainability, transport planning, environmental management, or project management in a related field.

A

Project management training (desirable).

A

<b>KNOWLEDGE &amp; EXPERIENCE</b> <i>(e.g. report writing, office experience, Microsoft office)</i>	
Experience supporting delivery of infrastructure, transport or place-based projects.	A/I/TP
Understanding of sustainable travel, active travel and/or EV infrastructure.	A/I/TP
Experience working with external partners, contractors or highways authorities.	A/I/TP
Ability to provide progress updates, via reports, briefings and dashboards.	A/I
Competent in using Microsoft Office software	A/I
<b>SKILLS/ATTRIBUTES</b> <i>(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)</i>	
Strong communication and stakeholder engagement skills.	I
Strong organisation skills, able to manage multiple tasks and deadlines.	A/I
Problem-solving ability and proactive approach to challenges.	I
Ability to work collaboratively as part of cross-council programmes	I
<b>OUR BEHAVIOURS</b>	
Empowering, valuing and developing our people	I/TP
Valuing our customers	I/TP
Being open and honest	I/TP
Taking ownership	I/TP
Being ambitious	I/TP
<b>EQUALITY AND DIVERSITY</b>	
Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).	A/I



# Our Values

...we believe in



OUR  
CUSTOMERS

BEING  
AMBITIOUS

TAKING  
OWNERSHIP

BEING OPEN  
and HONEST

OUR  
PEOPLE



We empower, value and develop our people to work together as one dynamic and efficient team.

We care about delivering high quality, customer-focused outcomes with our communities and partners.

We are open, transparent and truthful.

We take pride in our work and take responsibility for our actions.

We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.