

**PG**

**5605**

**Post Specification**

**Organisational Support**

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| **Date** | **March 2021** |
| **Post Title** | Active Travel Officer |
| **Job Family Role Profile** | **OS9** |
| **Final Grade** | **Grade 9** |

**To be read in conjunction with the job family role profile**

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| **Service Area description** |
| Active Cumbria is one of 42 Active Partnerships covering every part of England and is part of Cumbria County Council’s Public Health Team. Through the provisionof leadership, expertise, insight and connectivity, we support local organisations to develop services to achieve a wide range of outcomes through increasing participation in physical activity and sport in communities across Cumbria.  |
| **Purpose of this post**  |
| * To work with schools and other stakeholders to encourage modal shift on the school journey away from the private car to more sustainable and healthy modes of transport such as cycling, walking, and scooting.
* To provide support and help to schools in implementing any initiatives to achieve and maintain modal shift.
* To plan, manage and deliver the available budgets in an efficient manner.
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| **Key job specific accountabilities** |
| 1. To implement a behavioural change programme resulting in a long-term modal shift in how children travel to school. Plan, implement, monitor, and evaluate projects to deliver increased walking and cycling to school
2. Take part in effective liaison with internal and external stakeholders as part of the delivery of projects and/or the relevant service. Liaise effectively and coordinate working with colleagues operating across the Active Cumbria, and Public Health Service.
3. Instigate walking, cycling and scooting initiatives in relation to the development of school travel plans with regard to the preparation of school planning applications. Representing the Council’s best interests at all times by ensuring effective communications within the Council, on Consultation on Applications for Planning Permission.
4. To plan, implement, monitor, and evaluate Bikeability training projects to deliver increased cycling to school.
5. Encourage the development of projects to improve the network of safe cycling and walking routes to schools by liaising with traffic management officers and relevant stakeholders.
6. Ensure that all projects, programmes, and events adopt relevant equality and diversity and safeguarding policies.
7. Support Active Cumbria and the Council in the achievement of National Standards for Equality and Safeguarding and well as Organisational Improvement.
8. To undertake such other duties and responsibilities commensurate with the grading and nature of the post as directed by the Senior Manager Development/Operations.
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| **Please note annual targets will be discussed during the appraisal process** |
| **Key facts and figures of the post** |
| **Budget Responsibilities** | * Annual Active Travel Budget of circa £30,000
* Annual DfT Bikeability Budget of circa £225,000
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| **Staff Management Responsibilities** | * N/A
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| **Other** | * N/A
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| **Essential Criteria - Qualifications, knowledge, experience and expertise** |
| **Qualifications*** NVQ Level 3, or equivalent experience or knowledge in the relevant work area.
* Evidence of on-going professional development.

**Experience*** Experience of delivering programmes on time and within budget.
* Experience in providing written reports.
* A proven track record of facilitating groups, providing training, or giving health promotion messages.

**Knowledge*** Knowledge of national sustainability campaigns and issues.
* Appropriate knowledge relating to confidentiality and security legislation, budget processes, contracts, best value, and organisational priorities.
* Awareness of relevant funding streams for communities to access.
* Political processes and structures.

**Skills / Ability*** Team working and effective working relationships.
* Excellent ability to communicate both orally and in writing.
* Proven ICT Skills.
* Effective written and oral communicator.
* Able to prioritise own workload to meet deadlines and provide a high-quality service.
* Able to work effectively on own initiative and cooperatively as part of a team.
* Ability to maintain confidentiality and secure confidence and trust of colleagues and partners.
* Ability to negotiate.

**Personal Skills*** Deal effectively with change.
* Drive to deliver improvements.
* Work on own initiative.
* Professional integrity, reliability and consistency.
* Adaptability and resilience.
* Able to deal sensitively and calmly with difficult and complex situations.
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| **Disclosure and Barring Service – DBS Checks** |
| * This post does not require a DBS check.
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| **Job working circumstances** |
| **Emotional Demands** | * N/A
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| **Physical Demands** | * N/A
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| **Working Conditions** | * N/A
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| Other Factors |
| * N/A
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