



# Job Description

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St. Helens Council

**Post:** Principal Transport Officer (Policy)

**Department:** Chief Executives

**Grade:** SCP 42-44

**Responsible to:** Development Plans Manager

**Responsible for:** Transport Officer (policy)/Transport Planning Assistant

**Purpose of the Post:** To Assist in the preparation of transport policy, the delivery of Transport projects and programmes and monitoring including transportation input to the Local Plan Process

## **Duties and Responsibilities:**

1. To prepare and monitor transport strategy, including providing St. Helens input to the Liverpool City Region Local Transport Plan and its progress reports
2. To represent the Council and contribute to all relevant Liverpool City Region groups in relation to the above.
3. To work with all relevant organisations and Council departments to deliver the transport policy .
4. To work with Environmental Protection to prepare, and monitor the transport capital program.
5. To lead on the development of businesses cases for funding of potential St. Helens capital and revenue transport schemes.
6. To lead on the delivery of the Active Travel and Smarter Choices program in St. Helens.
7. To provide the transport input to the Local Plan.
8. To identify and progress other initiatives to ensure delivery of the transport strategy as appropriate.
9. To develop other transport policy as appropriate
10. To provide transport input into the St. Helens corporate planning process, such as the Community Strategy and Local Area Agreement.
11. To provide briefings for members and senior officers.



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12. To co-ordinate liaison between members / operators / Mersey travel in relation to bus service changes.
13. To manage those staff for whom this post is responsible and supervise their training and development.
14. To assist in preparing evidence in respect of planning appeals and attendance at public inquiries as and when required
15. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
16. To be responsible for the implementation of the Council's Health and Safety Policy and associated safe working procedures and guidelines. To contribute towards the identification and management of risk within the service area.
17. To communicate the Health and Safety Policy, procedures and guidelines to all employees and contractors under the management/supervision of the post holder. To monitor compliance with the policy, procedures and guidelines, keeping appropriate records as required.
18. To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.
19. To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.
20. To comply with the Council's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post.

**This post is/not subject to Disclosure.**

**This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.**

**Date Prepared: December 2009**

**Date reviewed Jan 2010**



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