



Job Description

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St. Helens Council

Post:	Senior Transport Officer (Policy)
Department:	Place Services
Grade:	SCP 35-38
Responsible to:	Principal Transport Officer (Policy)
Responsible for:	Transport Planning Assistant, Travel Trainer
Purpose of the Post:	To assist in the preparation, implementation and monitoring of transport funding, policy and strategy in St Helens.

Duties and Responsibilities:

1. To assist in the preparation, implementation and monitoring of Liverpool City Region Transport Plan for Growth and its supporting policies and strategies in St Helens.
2. To assist in the preparation, implementation and monitoring or business case/scheme submissions to internal and funding providers.
3. To liaise with all relevant stakeholders to deliver the post objectives, preparing and undertaking consultation exercises as relevant.
4. To contribute to the relevant Liverpool City Region officer groups.
5. To assist in the implementation of the Transport Policy programme and undertake the management of individual projects.
6. To work with internal and external partners to implement the Capital Programme as required.
7. To assist in the preparation of the Sustainable Transport and behaviour change activities.
8. To provide the transport policy, strategy and funding input to spatial planning and transport network development and into and other policy initiatives such as health and employment in St Helens.
9. To undertake evidence based assessments to identify required transport interventions in St Helens.
10. To assist in the development and work tasks of staff within Transport Policy team including evaluation of projects and review/revision of future programmes.



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To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.

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.

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.

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.

To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.

To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy) and ensure that it is implemented 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 (as amended).

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 post holder/s at the appropriate time.

Date Prepared:

Date reviewed: July 2018