

JOB SUMMARY

Post Title	<i>Public Transport and Enhanced Partnership Delivery Officer</i>						
Job Family	<i>Partnership, Commissioning and Contracts</i>	Pay Range	<i>10</i>	Line Manager to others?	No	Role profile ref	<i>PCC10</i>
Service Area	<i>Transport Strategy/ Highways and Transport Transportation</i>						
Line Manager	<i>Transport Strategy Manager</i>						
Location	<i>Hybrid/Agile - St Christopher House, 42 Daish Way</i>						

Job Purpose

As a member of a small team responsible for transport operations and strategy, the role shall lead on all matters related passenger transport, with a specific focus on local bus services.

This will lead on the management and delivery of the local bus service Enhanced Partnership, concessionary travel as well as other related provision supporting the team to deliver on the statutory responsibilities for public transport.

Job Context

- As part of the team engaged in delivery of the Council's policies and statutory responsibilities with regards to public transport, lead on the implementation of the Isle of Wight Enhanced Partnership Scheme/Plan and the drafting of the annual Bus Service Improvement Plan.
- Review bus registration submissions and liaise with bus operators over changes to the commercial bus network and highlight instances where a potential loss of service may require action by the Council. Liaise with operators and local communities over the ongoing development of services.
- To prepare services specifications and contract documentation for supported bus services to seek to procure the best level of service for local communities in line with the Council's policies and available budgets.
- To manage the relationship with libraries/help centres and contractors regarding the issue of bus passes under the English National Concessionary Travel Scheme (ENCTS), as well as local transport concessions. To resolve complex queries with regards to applications for bus passes on-line and through libraries.
- To lead on engagement with public and local stakeholders related to public transport. Likewise, supporting the wider team with engagement on wider transport related policies and strategies.
- Where support is sought by colleagues within Planning Services or Development Control, to comment on planning applications for new developments from a public transport perspective, seeking bus service or bus infrastructure improvements where appropriate. Contribute to the drafting of Section 106, 38 or 278 agreements.
- To undertake specified procurement activities, including liaison with colleagues within Procurement, for Public Bus Contracts and Framework Agreements, Back Office Systems for the ENCTS and any other contracts which may from time to time be required, such as Real Time Passenger Information systems.

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- To maintain the relationship with community transport operators including liaising with them to ensure timely supply of monitoring information. Being the point of contact for operational and development matters relating to Community Transport.

Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Relevant practical experience within the service or a related professional area demonstrating evidence of appropriate level of knowledge.	<i>Possess knowledge and experience of public/passenger transport including concessionary travel and public transport operations.</i>	E	
Detailed knowledge of the systems, policies, processes, regulations, professional guidelines and legislation relevant to the work area.	<i>Have a good understanding of the role of passenger transport, the English National Concessionary Travel Scheme and the National Bus Strategy.</i>	E	
Practical understanding of the range of services provided within area of specialism and their contribution to overall organisational performance.	<i>Demonstratable experience of passenger transport operations and the local bus network.</i>	E	
Good knowledge of other areas of the authority relevant to the service and of wider sector / external influences / developments.	<i>Demonstratable knowledge of how the role of passenger transport relates to other service areas such as Planning, Social Care etc.</i>		D
Good ICT skills including use of Microsoft applications and specialist systems.	<i>A good level of ICT skills including but not limited to MS office applications.</i>	E	
Good communication and interpersonal skills with the ability to engage effectively with a range of audiences and explain specialist information in a way which a non-specialist can understand.	<i>Experience in liaising with various stakeholders and the public, through differing approaches including presentations, workshops, either in person or virtually</i>		D
Proven ability to build relationships and engage successfully with stakeholder community.	<i>Be able to demonstrate examples of where good working relationships have been developed with stakeholders or groups such a user groups or forums.</i>	E	
Proven initiative and judgement to identify and resolve problems.	<i>An ability to work on own initiative on specific/specialist areas of work, on new proposals and resolving issues when identified.</i>	E	
Good planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure deadlines are achieved.	<i>Ability to plan, co-ordinate and deliver work programmes demonstrating a strong commitment to quality & customer service.</i>	E	
Good literacy and report writing skills,	<i>Be able to demonstrate example of report writing. This is required as the role will be responsible for the annual</i>	E	

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	<i>revisions of the BSIP and drafting of EP schemes.</i>		
Good numeracy and analytical skills. Accurate with good attention to detail.	<i>Ability to compile statistical and numerical analysis to meet the monitoring requirements of the Bus Service Improvement Plan and Enhanced Partnership</i>	E	
Experience of financial processing and / or budget monitoring.	<i>Directly monitoring and reporting of a small specific budget.</i> <i>And support senior officers in the monitoring a reporting of a larger budget.</i>	E	
Experience of contributing to project planning and delivery.	<i>Be able to demonstrate understanding of project governance and managing projects</i>	E	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Relevant professional qualification - or working towards this.			D
Educated to degree level or equivalent standard.	<i>Degree level qualification in a relevant subject or equivalent experience.</i>	E	
Other Requirements			
<ul style="list-style-type: none"> • There will be a need as work dictates to meet with stakeholders and partner organisations outside of normal office hours. • Hold a full driving licence to meet the travel requirements of the work 			