

Job Title: Service Specialist – Public Transport Strategy	Role Profile Number: RTH48
Grade: S	Date Prepared: 17.5.21
Directorate/Group: Economy and Development	Reporting to: Head of Transport and Infrastructure
Structure Chart attached:	No

Job Purpose

To provide a senior level of expertise and responsibility within the Transport and Infrastructure department, supporting the Head of Service, and Service Managers as necessary, to ensure the effective implementation of a sustainable public transport strategy for Swindon in line with the Council's priorities, pledges and objective.

To lead proactive and productive negotiations with public transport operators, key stakeholders including colleagues at the Department for Transport and Swindon and Wiltshire Local Enterprise Partnership, developers, community representatives, and commission technical experts as required to ensure compliance with all relevant legislation, including procurement and contract management.

Key Accountabilities

- To develop and ensure the efficient implementation of the Council's response to the National Bus Strategy, including the timely delivery of Bus Service Improvement Plans (BSIP);
- To be accountable as Senior Commissioning Officer for the rigorous management of budgetary implications of the sustainable Public Transport Strategy for Swindon, and ensure compliance with the performance framework in the Borough at all times;
- To support the Head of Transport and Infrastructure to develop public transport enhancement schemes, including the preparation of bids for grant funding, liaison with external delivery partners and leading developer negotiations where necessary;
- To provide specialist advice and expertise to the Council's new Bus Boulevard programme, including

making provision for a temporary bus station, detailed design and implementation of new infrastructure, and monitoring service provision as required including bus services and maintenance regime;

- To support the Service Manager – Transport Policy and Traffic Management to develop a sustainable transport policy for Swindon reflecting changing travel patterns with a view to achieving zero carbon bus networks;
- To represent the Council on rail issues, liaising with operators and delivery partners to ensure Swindon is strategically represented on service and capacity improvements when required;
- To lead the implementation of transport interventions to improve journey time reliability, including bus priority measures and full utilisation of Urban Traffic Management Control systems;
- To co-ordinate consultations to development proposals to ensure public transport provision is properly planned and financial contributions are secured where appropriate understanding the need for viable services in the longer term;
- To support the Service Manager – S106/CIL to ensure developer contributions are receipted and works delivered on the network to programme;
- To manage and interrogate data asked of Bus Service Improvement Partnerships;
- To ensure the effective promotion and publicity of information about public transport services, in conjunction with operators, within the context of local, regional and national policies;
- Liaison with adjacent authorities and sub-regional transport bodies as required to ensure improved connectivity beyond the Borough, and easier multi-modal interchange for longer journeys;
- To commission and monitor quality of service for the English National Concessionary Travel Scheme in Swindon within the context of local policies and national legislation;
- To ensure the effective administration of the Bus Service Operators Grant (or equivalent) with particular focus on the need to keep fares down, whilst horizon scanning in the context of the National Bus Strategy;
- To ensure the organisation and management of compliance in relation to the Council's responsibilities as Local Transport Authority;
- To liaise and support the operation of local community hub services, including demand responsive

services where appropriate;

- To support the Head of Service in Cabinet and Ward Member briefings and stakeholder meetings as required;
- To respond to queries from internal or external sources regarding the public transport strategy for Swindon;
- To deputise for the Head of Service as required.

Supplementary Accountabilities

- To participate in equality and diversity training, information briefings and events as and when required as part of continuous professional development.
- To promote equality and diversity best practice in all areas of work.
- To promote the Council's policies and procedures for good records management; ensure that all information related to the post and functional responsibilities is created, maintained, stored and retrieved in accordance with the Council's procedures and policies and legislative requirements.
- Attending evening meetings outside normal working hours as required to undertake the key accountabilities identified above
- Ensure that any identified personal training needs are discussed with the line manager including being appraised in accordance with the Council's development and appraisal scheme and to undertake a programme of continuous development.

This role profile is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the Service Area, always in consultation with the post holder.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this;

- Experience in policy development and effective implementation of public transport strategies;
- Thorough knowledge of Swindon's public transport network, including urban, inter-urban and longer multi-modal journeys;

- An appreciation of the value of place and place-making skills in supporting modal shift and carbon reduction;
- Understanding and enthusiasm for emerging technologies as relates to public transport provision, including electric and hydrogen vehicles;
- Comprehensive knowledge of legislation governing the Local Transport Authority, including concessionary travel;
- Experience of preparing and presenting reports to Cabinet;
- Experience of the drafting and submission of funding bids, including liaison with delivery partners as necessary;
- Knowledge of the public transport industry and an understanding of commercial viability;
- Proven communication and negotiation skills with a wide range of stakeholders and commercial organisations;
- Experience of successfully managing projects, including the commissioning of tasks;
- Computer literacy in word processing, database, spreadsheet and presentation packages;
- Experience of delegation within a programme management framework;
- Ability to travel across the Borough for meetings and site visits, ability to drive.

Qualifications

- Degree in Transport Planning or related discipline or equivalent experience (required to ensure an appropriate degree of technical knowledge).
- Chartered Member of Institute of Logistics and Transport or other relevant professional body.

Decision Making

- There is delegated responsibility to sign off on behalf of the Head of Service grant funding submissions; decisions on a range of planning application types.
- There is delegated responsibility for commissioning technical experts, administrative functions and

external consultants as required.

- There is a requirement to make decisions on project management and methods of project development, with short and long term implications
- Judgemental assessments are required on service changes and significant planning applications with implications of these decisions impacting on the Council's Carbon Reduction Strategy.
- Advise of strategic transport policy to elected Members.
- Judgment required on responding to requests for information, including detail, analysis and presentation.

Creativity and Innovation

- The post-holder is expected to assist the Head of Service in the continual review and promotion of innovative methods of solving existing problems and creating new opportunities to improve the service.
- The post-holder requires a high degree of professional competence to assess all aspects of public transport strategy and operations.

<u>Job Scope</u> Number and types of jobs managed <ul style="list-style-type: none">• None Typical tasks supervised/allocated to others <ul style="list-style-type: none">• Technical tasks with programme management framework	Budget Holder Responsibility Asset Responsibility:	No Laptop, phone, other office equipment to facilitate working from home as necessary
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Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

Day to day contact with the following:

- Elected Members and Parish Councils on public transport and related matters
- Other Departments and Directorates involved in the delivery or use of public transport in Swindon
- Key external stakeholders and statutory consultees

Values and Behaviours

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	