

### Person Specification

<b>Position Title</b>	<b>Transport Officer (Events)</b>
<b>Division / Section</b>	<b>Place Management / Citywide Road Events Team</b>
<b>Service Area</b>	<b>Network Management &amp; Enforcement</b>
<b>Responsible To</b>	<b>Senior Transport Team Leader (Events)</b>

### Person Specification

<b>Qualifications, training &amp; professional membership</b>	Educated to degree level in an appropriate discipline or equivalent, with extensive knowledge and skills in that professional discipline post qualification.	Essential
	or	
	HNC/HND or equivalent or extensive knowledge and skills in that professional discipline to the extent that they can deliver the operational services and projects within that relevant discipline.	
	Evidence of continuing professional development.	Essential
	Member of an appropriate body eg the Institution of Civil Engineers, Chartered Institution of Highways and Transportation, Institute of Highway Engineers.	Desirable
	Qualified Port Facility Security Officer Certificate.	Desirable
	Counter Terrorism Check Security Clearance.	Desirable

**The successful candidate will demonstrate evidence of the following experience, knowledge, skills and understanding. Evidence will be sought for selection purposes.**

#### **SERVICE DELIVERY / PROBLEM SOLVING**

Experience of assessing the condition of roads assets and of determining appropriate maintenance and investment regimes;

Experience of undertaking appropriate inspections to identify issues relating to safety, defects on the road network or matters relating to road occupation and carry out appropriate interventions;

Evidence of a strong performance focus with a proven track record of delivering complex projects on budget to challenging deadlines;	Essential
Creative and innovative approach to problem solving, exhibiting a 'can-do' problem solving attitude;	Essential
Extensive experience of the management of services through contractual relationships to deliver excellent value for money for the Council;	Essential
Experience of working to ensure the effective achievement of service outcomes; and	Essential
Experience of a relevant or equivalent service based on the principles of governance, risk management, probity, statutory requirement and best value.	Essential
<b>CUSTOMER FOCUS</b>	
Extensive experience of delivering demonstrably customer-focused services tailored to meet known needs of local communities.	Essential
Excellent communication and interpersonal skills.	Essential
Experience in dealing with difficult members of the public.	Essential
<b>TECHNICAL / COMMERCIAL</b>	
Business and commercial acumen to support operational delivery of professional services, including ability to interpret and understand complex technical, financial and budgetary information;	Essential
Experience and demonstrable competence in using specialist ICT asset management, works management and design systems;	Essential
Understanding of the need to carry out Statutory Inspections and follow up inspections in accordance with the associated Codes of Practice;	Essential
Experience in the use of personal computers and the Microsoft Office suite;	Essential
Experience in the use of AutoCAD;	Desirable
Experience and knowledge of using Roads and Transport related Framework Agreements;	Desirable
Experience of working in the public sector, delivering schemes using in-house contractors;	Desirable
Knowledge of commissioning and managing external consultants and contractors;	Essential
Knowledge and experience of traffic management design to Chapter 8 of the Traffic Signs Manual;	Essential

Knowledge of the Design Manual for Roads and Bridges and Manual of Contract Documents for Highway Works; and	Desirable
Working practical knowledge and experience of operating within the requirements of the Scottish Road Works Commissioner as set out by the New Roads and Street Works Act 1991; the Roads (Scotland) Act 1984 and the Transport (Scotland) Act 2005.	Essential
Working practical knowledge and experience of operating within the requirements of the Councils processes for assessing and issuing Road Occupation Permits in compliance with the Road (Scotland) Act 1984.	Essential
<b>EVENTS</b>	
Working knowledge of Temporary Traffic Regulation Orders.	Essential
Availability to work additional hours/overtime as and when required to facilitate events and cruise liners.	Essential
The ability to attend Hawes Pier, South Queensferry within 1 hours notice;	Essential
To be on standby 48 hours prior to any Cruiseliners arrival and for the duration of the ships stay;	Essential
Experience of working directly with the public;	Essential
Restricted holidays between 1 <sup>st</sup> of March and 31 <sup>st</sup> of October during the cruise liner season;	Essential
Experience in the Port Facility Security Officer role or other security discipline; and	Desirable
Hold a current driving License	Essential
<b>PARTNERSHIP &amp; ENGAGEMENT</b>	
Successful partnership working and networking with key stakeholders, e.g. citizens, voluntary sector, business communities, suppliers, event organisers, utility companies, developers and other public agencies; and	Essential
Experience of leading stakeholder engagement.	Essential
<b>LEGISLATION</b>	
Knowledge of major legislative and other issues facing local government with a particular focus on achieving effective delivery of services at a time of significant change and financial challenges;	Essential
Knowledge of the International Ship and Port Facility Code and the Ship and Port Facility (Security) Regulations 2004;	Desirable
Knowledge of the Port Marine Safety Code;	Desirable
Working practical knowledge and experience of the Traffic Signs Regulations and General Directions 1991;	Essential

Knowledge and demonstrable experience of working in accordance with the Road (Scotland) Act and the New Roads and Street Works Act 1991;	Essential
Knowledge and demonstrable experience of working in accordance with the Road Traffic Regulation Act 1984;	Essential
Knowledge and demonstrable experience of operating in accordance with the Health & Safety at Work Act 1974 and Construction (Design and Management) Regulations 2015; and	Essential
Knowledge of the Management of Health and Safety at Work Regulations 1999.	Essential

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## Competencies & Values Framework

**Applicants will also be measured against the following competencies as per the Competency Level outlined in the Council's Competency & Values Framework.**

<b>Customer focused</b>	<p>Promotes the importance of quality customer/client services within the team and aims to exceed customer/client expectations;</p> <p>Identifies opportunities to improve the way the team delivers customer/client services;</p> <p>Ensures teams correctly identify customer/client needs and provide satisfactory solutions;</p> <p>Takes personal responsibility to manage customer/client relationships;</p> <p>Implements service improvements; and</p> <p>Monitors quality of service.</p>
<b>Works Effectively with others</b>	<p>Treats team members fairly and equally, recognises and demonstrates appreciation of their contribution;</p> <p>Identifies with and has a shared commitment to achieving team objectives;</p> <p>Shares knowledge and information with others;</p> <p>Thanks others for their contribution and efforts;</p> <p>Fosters good working relationships within teams in own department; and</p> <p>Actively seeks others input and values their contributions.</p>
<b>Managing change</b>	<p>Reacts positively to change;</p> <p>Is flexible and adapts plans in response to change;</p> <p>Prepares and supports team members during periods of change;</p> <p>Constructively challenges current thinking and procedures and offers alternative solutions; and</p> <p>Gains acceptance of necessary changes by communicating their benefits with conviction and enthusiasm.</p>
<b>Taking Ownership and Responsibility</b>	<p>Takes the initiative to start activities or actions;</p> <p>Recognises when a decision is needed and commits to act;</p> <p>Is proactive, acts quickly to address current issues;</p> <p>Seeks feedback and takes appropriate action;</p> <p>Takes responsibility for personal development; and</p> <p>Modifies own behaviour to influence different situations.</p>

**Communicating Effectively**

Uses positive, appropriate language in all situations;  
Communicates clearly and concisely to influence others;  
Uses a variety of methods to communicate in the most effective manner;  
Creates a positive confident impression;  
Uses interpersonal skills to have a positive impact in meetings; and  
Keeps written messages simple.

**Planning and Decision Making**

Regularly monitors progress and takes corrective action to ensure priorities are met;  
Gathers information from several readily available sources;  
Considers information objectively to establish logical options and generate solutions;  
Considers options and risks before making a decision; and  
Determines resources and co-ordinates work logically to ensure tasks are completed effectively.