Post title	**Transport Officer**
Division / Section	**Planning and Transport**
Department	**Place**
Responsible To (Title)	**Transport Operations Manager /Senior Transport Team Leader/Senior Engineer/Planning Operational Manager/Team Manager**
Number of post holders	**23**
Acting up/ Secondment	**N/A**

Purpose of Job

To support and assist the Transport Operational Manager/Senior Engineer/ Planning Operations Manager/Senior Transport Team Leader/Team Manager in effective traffic and transport management and the successful delivery of a variety of transport projects and initiatives to achieve Key Service Outcomes.

The post holder will be operate in one or more of the following operational services within the Transport Service:-

Road Safety and Active Travel (4 posts);
Public Transport (3 posts);
City-wide Traffic Management (6 posts);
Parking and Traffic Regulation (4 posts);
Planning and Building Standards (4 posts)
City-wide Planning and Transport Policy (2 posts)

Note: areas of responsibility may change and there is a significant likelihood that a Transport Officer will be asked to take on responsibility (at least temporarily – and on an ongoing basis) for more than one of the above functions:

MAJOR TASKS/JOB ACTIVITIES

Initiate, develop and manage the implementation of a range of traffic and transport management projects and initiatives including:-

Engaging effectively with stakeholders – residents, businesses, people who work in, travel through and visit Edinburgh – to ensure that their journeys are safe and free from avoidable delay;
Promoting and enabling active, safe, healthy and sustainable travel and transport through word and deed;
Liaising with and co-ordinating public transport operators (rail, bus, tram and air) to provide a seamless comprehensive service for those who live, work visit or travel through Edinburgh;
Providing a comprehensive travel information service that is valued by a growing band of users;
Planning and managing traffic flows across the road network to minimise journey times and disruption;
Plan, programme and coordinate events, road works and other activities on the network;
Implementing physical and ICT improvements including traffic modelling to improve journey times and ease / prevent congestion;
Delivering a comprehensive parking control and regulation service that develops to meet changing needs and demands from a wide range of stakeholders.
Ensuring effective traffic regulation and management;
Developing project briefs / specifications for implement through the Transport Design and Delivery service;

Liaising, consulting and engaging with other sections/Departments, statutory undertakers, landowners and other stakeholders involved in or affected by a project; and
Preparing professional reports for both technical and non-technical readers. Ensuring that all work is undertaken in compliance with the Departmental Quality Management System;

Reviewing and agreeing roads/street lighting/traffic signal designs as part of the RCC Consent process with developers.

Checking and approving work prepared by others, including work undertaken by 3rd parties, as per relevant legislation, i.e. The Roads (Scotland) Act 1984 & New Roads & Streetworks Act 1991.

Co-ordinating and controlling 3rd party works on the road network in accordance with the relevant legislation, i.e. The Roads (Scotland) Act 1984, New Roads & Streetworks Act 1991 & the Transport Scotland Act 2010.

Obtain, analyse and interpret information and evidence to inform the preparation, monitoring and review of the development plan and other planning and transport policies and plans.

Assist in the drafting and preparation of development plan documents and other planning, transport and environmental policies and plans.

Assess the transport impact of new development proposals against the Council's policies and technical standards and provide case officers with the views of the Council as Roads Authority.

Provide general advice on the transport implications of new development proposals, including pre-application advice.

Supervision and Management of People
(Numbers and type of staff)

None, however, the post holder will be required to undertake site supervision and contract management of works/services provided by both in-house and external contractors.

Creativity and Innovation

The post holder will identify innovative and creative ideas to improve methods of working and undertake problem solving / option appraisal and development. Typical applications are as follows:

Identifying new and effective opportunities to promote and achieve transport modal shift;
Identifying new and innovative ways to engage with members of the public to identify, in detail, their needs and priorities as a basis for future Transport Strategies;
Engaging with Contractors and Consultants to consider the use of new materials and methods particularly with regard to environmental issues and cost effectiveness;
Piloting or trialling new transport initiatives;
Identify new initiatives and opportunities, making recommendations to senior management to embrace the opportunities; and
Consider and develop new working arrangements, systems and procedures.

Devise innovative ways of gathering, analysing and presenting transport planning information;

Assist with the preparation of plans, policies, guidance and planning briefs that create attractive and successful places;

Assist in negotiations with applicants, consultees, key agencies and other bodies to achieve a satisfactory outcome.

Contacts and Relationships

The post holder will be required to maintain good communication and work with management and staff from a wide variety of internal and external stakeholders, including:

Other services within the Council;
Residents, event holders, businesses and business organisations;
Other Transport authorities regionally and nationally;
Public Utility representatives/Statutory Undertakers;
Members of the public in dealing with enquiries, complaints, FOI requests;
Community Council representatives to discuss potentially contentious issues.
Elected members (Councillors, MSPs and MPs);
Emergency Service representatives;
Developers;
Public Transport Operators and Infrastructure Providers (Bus Companies, Network Rail, etc.); and
Other public bodies, e.g. Transport Scotland, SEPA, Spokes, Sustrans, SNH.

Decisions (Discretion)

The post holder will be required to make design judgements and will be responsible for providing technical advice, solutions and recommendations to other parties. They will be encouraged to identify new and innovative approaches to solve long standing travel and transport problems.

Identify transport issues requiring policy statements, develop policies or plans and prepare reports for Council committees with recommendations.

Assess the transport impact of new development proposals and provide the case officer with the views of the Roads Authority.

Decisions (Consequences)

Decisions relating to the safety of school children, travel and transport design and management, parking control and traffic regulation and the provision of accurate and timely traffic information have a significant impact on the public perception of the Council.

Non–compliance with Health and Safety legislation could leave the Council open to prosecution if not correctly addressed.

The decisions taken by the post will inform the Committee's decisions on the development plan, planning policy, planning applications and planning projects. Decisions will also influence the granting or refusal of planning permission and the robustness of the Council's position when defending appeals.

Resources

The post holder may have commissioning responsibility for travel and transport schemes and projects though the detailed design and delivery of such schemes will be undertaken elsewhere within the Transport Service.

The post holder shall have day to day responsibility for monitoring costs against budgets and reporting progress and expenditure.

Environment – Work Demands

The post holder will be expected to prioritise competing demands of a complex nature that will impact on their job activities, responding effectively to the changing local demands impacting on the service within agreed resource constraints. The post holder will be available to manage and deliver essential services outside of normal working hours to respond to weather and other emergencies.

Environment – Physical

Although the post may be exposed to some physical demands these will be predominantly within the range of normal office based activities. However it is anticipated that the post holder will spend a proportion of their time (between 10% to 30%) on site, managing service delivery, engaging with staff, witnessing and experiencing, first-hand, services being delivered.

Environment – Working conditions

Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office based activities. When on site, the post holder may be exposed to dirt, noise, a range of weather conditions and, potentially, working in live-traffic situations.

Environment – Work Context

Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required on construction and road work sites.

The post holder will be required to assess and manage risks when working in various conditions within the road network, including high speed roads, during periods of flooding and working adjacent to watercourses/alongside fast flowing water, working with live electricity, on construction sites and working at heights.

Knowledge and Skills

The post holder will require to be educated to degree level or equivalent in a relevant discipline with knowledge and skills in that professional discipline to the extent that they can deliver the operational services and projects within that relevant discipline.

Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Organisation Structure

See attached - specific to area of operation.