

# **TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP**

## **JOB DESCRIPTION**

**Job Title** : Strategy Officer (Sustainable Transport)  
**Location** : Partnership Headquarters, Perth  
**Responsible to** : Senior Strategy Officer  
**Salary/Grade** : SJC 62 - 72 (£31,195 - £36,211)

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The Tayside and Central Scotland Transport Partnership (Tactran) is one of seven statutory Regional Transport Partnerships established under the Transport (Scotland) Act 2005, with responsibility for developing and overseeing the delivery of a statutory Regional Transport Strategy. Tactran covers the areas of Angus, Dundee City, Perth & Kinross and Stirling Councils and is managed through a Partnership Board of 15, comprising 10 Councillors appointed by the four constituent Councils and 5 non-Councillor members. The Partnership's Executive Team, currently comprising 8 staff, is located in Bordeaux House, Kinnoull Street, Perth.

### **JOB PURPOSE**

To support the development, implementation and monitoring of the Regional Transport Strategy, the Regional Transport Strategy Delivery Plan and associated Revenue and Capital delivery programmes with a particular emphasis on Sustainable Transport including active travel, health and transport, travel planning, and travel information and provide support to the Partnership's contribution to Development Planning, Community Planning and City Deals.

### **REPORTING RELATIONSHIPS**

The post reports to and works under the general direction and control of the Senior Strategy Officer.

### **MAIN DUTIES AND RESPONSIBILITIES**

1. Supporting and contributing to the development, review, monitoring and implementation of the Regional Transport Strategy, with particular focus on the Active Travel; Health & Transport; Travel Planning; and Travel Information sub-Strategies.
2. Supporting and contributing to development, monitoring and implementation of the Regional Transport Strategy Delivery Plan and associated Revenue and Capital programmes.
3. Managing Tactran's Active Travel Grant scheme and Active Travel Audit project, in close liaison with Sustrans Scotland.
4. Maintaining and developing Tactran's Liftshare website and providing support and input into the Travelknowhow Scotland website and other travel planning initiatives.
5. Maintaining and developing Tactran's GoToo Travel Information and other travel information initiatives.
6. Liaising with organisations to promote healthy and active travel throughout the region.
7. Supporting development of the Regional Transport Strategy Monitoring Framework and producing reports on this.
8. Supporting input to and the development and delivery of City Deals, as appropriate.
9. Supporting the undertaking of and reporting on public and other consultations on Strategy and project development and delivery.
10. Supporting the operation and management of Sustainable Transport Liaison Group.

11. Supporting input to Development Planning.
12. Supporting input to Community Planning and the delivery of local and national outcomes.
13. Analysing and contributing to responses to consultations on relevant policy and project delivery matters.
14. Producing and presenting reports to the Partnership Board and other fora.
15. Deputising for the Senior Strategy Officer.

The post holder may be required to perform duties other than and in addition to those specified above. The particular duties and responsibilities may be varied from time to time without changing the general character of duties or the level of responsibility entailed.

### **PRINCIPAL WORKING CONTACTS**

1. Other Partnership Executive staff
2. Partnership Board members, advisors and observers
3. Officers of constituent Councils
4. Officers of Sustrans Scotland, Cycling Scotland and other sustainable transport organisations.
5. Officials of Transport Scotland and Scottish Government
6. Officers of other Regional Transport Partnerships
7. Officers of Development Planning Authorities
8. Officers of Community Planning Partnerships
9. Officers of Health Boards and other public sector bodies
10. Transport providers including bus and rail.
11. Transport agencies and interest groups
12. Enterprise Companies, trade and business associations and other private sector groups
13. Contractors and consultants
14. Community Councils and other community interest groups
15. Members of the public

## PERSON SPECIFICATION

**POST TITLE : STRATEGY OFFICER (SUSTAINABLE TRANSPORT)**

<b>FACTOR</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Relevant Knowledge and Experience</b>	<p>Understanding the policy development process and the role of transportation strategies within an RTP or local authority environment.</p> <p>Understanding the role of sustainable transport and associated transport modes in strategy development and project delivery.</p> <p>Knowledge of appropriate legislation, procedures, design standards and best practice in active travel.</p> <p>Knowledge of travel planning, health &amp; transport and travel information aims and objectives and an understanding of transport integration.</p>	<p>Experience of transport and wider policy issues at local, regional and national government.</p> <p>Experience of sustainable transport and associated transport modes in strategy development and project delivery.</p> <p>Experience in travel planning, travel information and transport integration.</p>
<b>Qualifications and Attainments</b>	<p>Appropriate degree or equivalent, preferably giving eligibility for professional membership (e.g. MRTPI/MICE).</p>	<p>Membership or working towards membership of relevant professional body (e.g. MRTPI/MICE/MCILT).</p>
<b>Skills</b>	<p>Excellent written communication skills.</p> <p>Ability to think strategically.</p> <p>Forward planning/analytical skills.</p> <p>Ability to achieve objectives.</p> <p>Ability to work with wide range of transport stakeholders.</p> <p>Good information technology skills.</p>	
<b>Qualities</b>	<p>Integrity.</p> <p>Flexibility.</p> <p>Good team member.</p> <p>Ability to work under competing deadlines.</p>	
<b>Other Requirements</b>		<p>Ability to represent Tactran at meetings and events within and outwith Tactran region.</p>