

Kent County Council

Job Description: *Active Travel Project Officer*

Directorate:	Growth, Environment & Transport
Unit/Section:	Transportation, Road Safety Active Travel Group
Grade:	KSG
Responsible to:	Active Travel Interventions Team Leader

Purpose of the Job:

The post holder will champion the development, promotion and co-ordination of active travel strategies and infrastructure in Kent. They will work with a wide range of partners and stakeholders to expand, link up and deliver improved safety standards across the county's active travel network including the cycle network. Key outcomes are to increase the frequency and number of people actively travelling, improve road safety, support sustainable development, tackle congestion and pollution and contribute to wider active travel and public health objectives.

Main duties and responsibilities:

- Develop KCC strategies and standards to ensure design and maintenance of cycling, walking and wheeling infrastructure is to the highest standard possible. The postholder will also ensure this work is in line with the Local Transport Plan, the Active Travel Strategy, Vision Zero and the Energy and Low Emissions Strategy.
- Support the implementation and review of district / borough cycling and walking strategies, related strategies and Local Plans to facilitate sustainable development within the planning application process and improve local active travel networks by identifying improvements and missing links.
- Identify research, innovation and best practice from within and beyond the county to develop new active travel initiatives and promote this through organising technical notes, workshops and presentations.
- Improve the mapping of cycle network information in Kent and support changes to the way that cycle mapping data is maintained and shared to improve the overall maintenance of the network. Assist with improving the public reporting of faults on the network.
- Understand and assist with KCC cycle counter contract, ensuring data received is reliable and that it is analysed, used and shared widely with partners and investigate further opportunities to gather active travel data.
- Act as the initial point of contact for general cycle and walking infrastructure customer enquiries and as the KCC contact for local active travel interest groups in Kent. Respond to and engage with County, District/Borough, and Parish councillors when required.

- Co-ordinate work with other County Council directorates, with district councils, police, public health, schools, businesses, transport operators, local community groups and other agencies to ensure best use of resources and joined up actions.
- Understand and assist with the Monitoring and Evaluation process of projects from inception through to completion. Monitor key indicators and report progress against targets.
- Assist with implementing Highway active travel schemes including consultation, Equality Impact Assessments, landowner negotiation, technical specification and legal agreements. Assist with the processing for new Cycle Track Orders and permissive cycle route agreements, including the transfer of Sustrans legal agreements.
- Seek funding from external sources including developers, and national and EU programmes in order to enhance the Kent active travel network and deliver work to budget.
- Support and advise other Highways and Transportation teams on active travel aspects of their projects and identify synergies. Including Public Transport, Transport and Development, Major Projects, and Public Rights of Way.
- Support wider Road Safety and Active Travel projects when required by the Countywide Programme Manager (Active Travel) Programme Manager.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Active Travel Project Officer*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> Degree or NVQ Level 4 or equivalent practical experience
EXPERIENCE	<ul style="list-style-type: none"> Relevant practical experience in active travel planning or a related field Experience of project management to tight deadlines and budgets Experience of influencing others to gain sponsorship and acceptance of ideas and initiatives
SKILLS AND ABILITIES	<ul style="list-style-type: none"> An excellent communicator including well developed influencing, networking and cross-functional working skills Logical and structured approach to developing ideas into technically competent proposals and processes Ability to project manage active travel schemes Ability to work accurately under pressure Able to work alone and as a team member to persevere with resolving issues Self-motivated and a positive can-do approach Ability to travel across a wide geographical area in a timely and flexible manner is essential
KNOWLEDGE	<ul style="list-style-type: none"> An understanding of national and local transport issues A thorough understanding of active travel objectives Knowledge of Kent County Council's obligations and legal responsibilities in respect of active travel issues Good knowledge of MS Office Packages Appreciation of working in a local authority including political awareness and commissioning principles An understanding or willing to learn ArcGIS and other software used to manage active travel mapping data
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> We are brave. We do the right thing, we accept and offer challenge We are curious to innovate and improve We are compassionate, understanding and respectful to all We are strong together by sharing knowledge We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile Curious - constantly learning and evolving Compassionate and Inclusive - compassionate,</p>

	<p>understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
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