

Directorate:	Growth, Environment and Transport
Unit/Section:	Public Transport- Client Transport
Grade:	KSH
Responsible to:	Client Transport Manager

Purpose of the Job:

To manage day to day transport services for the Council's statutory function of Home to School Transport for Special Educational Needs, and Social Care activities; this will involve managing arrangements for more than 8000 services users, and managing more than 2000 contracts.

You will be responsible for leading a team to ensure hired contracts are managed effectively and delivering value for money in-line with Council policy and contractual agreements. Procurement activities will be undertaken when necessary to ensure efficiency or enable service continuity for our clients. The post holder will lead on service development initiatives that deliver greater efficiency and secures financial value.

Main duties and responsibilities:

- Lead complex programmes for service reviews, monitor and procure transport for a wide range of clients.
- Determine the most appropriate mode of transport based on the needs of passengers ensuring value for money within the available services. Lead on monitoring, reviewing and amending existing services to drive efficiencies.
- Responsible for the procurement of services using dedicated systems. Will be responsible for the evaluation and award of contracts with a high level of understanding of procurement legislation
- Responsible lead on regular reviews of contracts by identifying high cost contracts and maximising seat utilisation by combining services, where appropriate.
- Responsible line manager for coordinators including undertaking appraisals and ensuring appropriate training is implemented
- Provide analytical & statistical data ensuring information is accurate and current for reporting and forecasting
- To organise and chair meetings with a range of stakeholders in relation to service delivery and new initiatives. Be responsible for leading and responding to corporate complaints.
- Subject matter expert on transport and transport procurement with a high level of freedom to determine service arrangements for a large scale of service users.

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.

Kent County Council

Person Specification: *Client Transport Planner*

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	Educated to A-Level (or equivalent) standard with GCSE's at C or above in English and Maths. To hold or working towards management qualification
EXPERIENCE	Experience of operational transport service delivery Experience of planning and procuring transport. Experience of managing a team and coordinating the work of others
SKILLS AND ABILITIES	The ability to negotiate in difficult circumstances. The ability to make decisions, lead a team and liaise with a range of internal and external stakeholders. Must demonstrate excellent written and verbal skills. Ability to report information accurately and concisely for senior management teams. Possess good IT skills and show an understanding of databases
KNOWLEDGE	Good geographical knowledge of Kent, and knowledge of national and local policies Extensive knowledge of transport operations and delivery. Knowledge of the role Local Authorities have in the planning and coordination of Public Transport and / or School's Transport. Knowledge of procurement both nationally and locally.
KENT VALUES AND CULTURAL ATTRIBUTES	Kent Values: • 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 Our values enable us to build a culture that is: Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

	Curious - constantly learning and evolving Compassionate and Inclusive - compassionate, understanding and respectful to all Working Together - building and delivering for the best interests of Kent Empowering - Our people take accountability for their decisions and actions Externally Focused - Residents, families and communities at the heart of decision making (If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)
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