

Hertfordshire County Council Job Outline



JOB TITLE: Interlink Enhanced Partnership Project Officer
GRADE: H9
REPORTS TO: Passenger Transport Manager
TEAM: Integrated Transport Unit
DEPARTMENT: Environment & Infrastructure

Purpose of the Job

The Intalink Enhanced Partnership Project Officer will play an essential role in the Intalink Enhanced Partnership within the Integrated Transport Unit. The post-holder will be leading on the Bus Service Improvement Plan which has been announced through the National Bus Strategy and working alongside the Intalink Co-ordinator, together you will be driving forwards the Intalink Enhanced Partnership.

The post holder will be working with a number of Service Delivery Leads within the partnership to provide project support to the Intalink Enhanced Partnership by undertaking technical tasks, investigations, communications, consultations and to drive forward the achievements of the partnership.

Project Management: To provide support to team leaders in various projects within the partnership. To help prepare project documentation and project plans. Monitor and report progress against KPI's within the Intalink Enhanced Partnership Plan and Scheme.

Research & Reporting: Undertake research utilising new technology and using project management tools available. Analyse information and data, produce reports and highlighting relevant issues and concerns which relate to the needs of the partnership.

Monitor & Review: Support and contribute to cross service projects and county council priorities. Ensure the right measurements are in place, monitor, review and evaluate progress throughout the project.

Communication & Building Relationships: Develop and maintain effective working relationships with internal and external partners and stakeholders and provide support to communications activity.

Main Areas of Responsibility

1. Project lead the National Bus Strategy, Bus Service Improvement Plan and work with Service Delivery Leads, Intalink Coordinator and bus operators in implementing it
2. Responsible for ensuring that programme information is up to date and accurate to support the Intalink Enhanced Partnership's road map and reporting arrangements.
3. Liaise with relevant teams in the authority where workstreams feed into the Intalink Enhance Partnership to drive them forward
4. Ensure that Bus Service Improvement Plan and Enhanced Partnership are aligned with other strategies within HCC
5. Analyse and report on impact of traffic congestion on bus services, fleet emissions declarations and monitor emissions in Air Quality Management Areas through different means of data
6. Promote bus services to businesses and new developments
7. Prepare and submit written bids to Government funding sources and co-ordinate technology pilots

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

- Project management skills and the ability to simultaneously work on a number of different projects working to agreed timescales
- Detailed understanding of public transport
- Demonstrates effective organisational skills and prioritises activities to meet tight deadlines
- Excellent attention to detail and quality assurance
- Undertakes research and analysis using best practice and delivers appropriate solutions and recommendations

- Clear decisive and persuasive communication skills both written and verbal demonstrating an ability to present thoughts and ideas to a variety of audiences
- Demonstrated high quality written reporting and verbal communications skills with accurate English spelling and grammar
- Excellent inter-personal and team working skills
- Self-motivation and ability to pro-actively manage own workload.

Diversity and Inclusion

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format (access needs will be met for those with a disability).