



Job Profile and Working for Stockport

Our Council

Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team**.

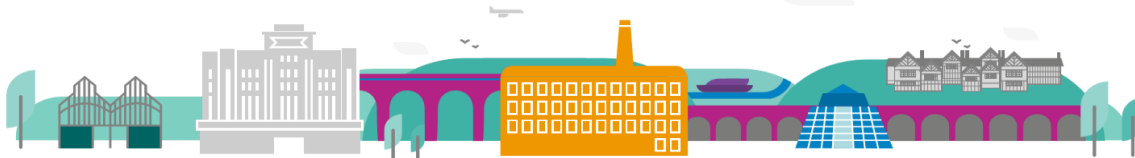
Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>





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About the Job

Role:

Community Rail Officer (Senior Transportation Officer)

Service Area:

Sustainable Transport and Highways

Directorate:

Services to Place

Salary Grade:

SO1 to SO3 (£33,366 - £43,693; with gates at £37,938 and £40,476)

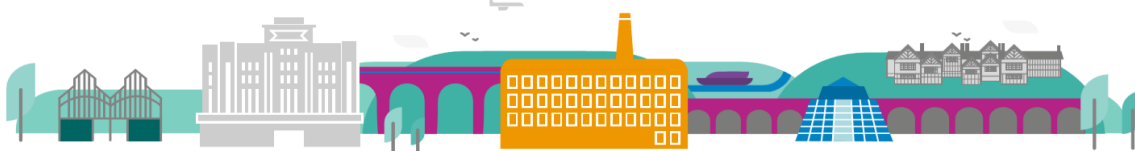
Main Purpose of the Job

Please note that this is a generic job description for the Highways and Transportation service SO1-SO3 Career Grade not all elements may apply to the role advertised. **The most relevant elements have been highlighted in bold.**

- To provide high quality, cost effective services. To project manage and deliver services and/or projects, taking a holistic, joined up view of service and/or project design, delivery and evaluation.
- To ensure that the Council/ Community Rail Partnership manages its resources effectively, delivering value for money, enhancing opportunities to improve efficiencies and generating income where appropriate.
- To apply skills, knowledge and experience to provide the Council/ Community Rail Partnership with authoritative technical advice on improving and maintaining the performance of the highway network through the pro-active management of traffic and use of innovative design and maintenance regimes.
- To contribute to improving the safety and performance of the highway network through the pro-active management of traffic and the network.

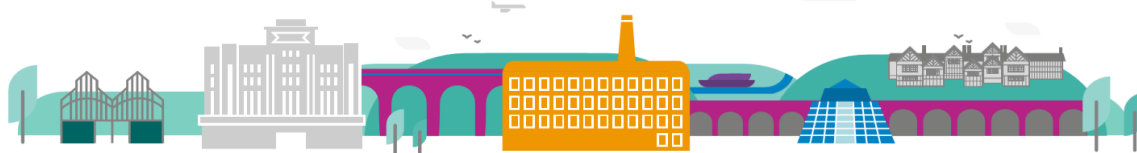
Key Responsibilities

- Work with colleagues, stakeholders and partners to improve service/project delivery and develop new models of delivery to provide quality and value for money.
- Use project management skills and techniques and work with teams/stakeholders to set priorities, goals, objectives, timescales and develop plans to achieve outcomes, identifying risks and mitigating actions.
- Prioritise work, taking into account own and others workload, project timelines and other deadlines.
- To be aware of income and expenditure within budget areas, highlighting areas of concern.
- Prepare, develop, deliver, manage and monitor projects and programmes that are aligned with the purpose of the Highways and Transportation Service / Community Rail.



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- To liaise and develop partnership working with officers from other Directorates within the Authority /Community Rail and with other public and private sector organisations and elected members in Greater Manchester and beyond.
- To prepare, submit and present reports to the Council's/Community Rail Committees, Cabinet, and meetings identifying and recommending courses of action for the progression of schemes, projects and initiatives.
- Prepare tender/contract documentation, evaluate tender returns and award the contract. Administer the contract, supervise contractors, verify valuations and certify payments for completed works.
- To be responsible for developing and maintaining effective internal and external stakeholder relationships including; Councillors, the public, consultants, contractors and private developers.
- Research, analyse and interpret a range of data in order to make objective and effective decisions to issues requiring an in-depth understanding of the respective work-areas ensuring compliance with the Council's/ Community Rail's policies and procedures and appropriate legislation.
- Take ownership of enquiries and issues requiring an in depth understanding of own work area and policies and procedures to ensure they are addressed and resolved in a thorough and timely manner.
- Make objective decisions at the appropriate level guided by varied procedures and practices requiring a high level of understanding and some interpretation and provide advice and feedback to support accurate decision making.
- Communicate sometimes complex information in a succinct and engaging manner using appropriate styles, methods and timing including digital channels to maximise understanding and impact.
- Contribute to the key aims and objectives of the Organisation, both within the post holder's specific remit (**Community Rail Partnership**), across Highways and Transportation, Place and the Council as a whole.
- Analyse and interpret a range of data sources to inform decisions, taking a creative approach, and with reference to a variety of policies, procedures, and past practices.
- To manage, use and develop Quality Assurance procedures.
- To keep informed and be able to assess the potential impacts of developments within the highways and transportation field keeping abreast of technological advances, amendments to legislation and government policies.
- Work flexibly within the role and support general activities within Highways and Transportation, Place and the Council.
- Develop a shared understanding and knowledge of your own and other Highways and Transportation Service areas.
- Identify hazards, complete risk assessments, compile pre-construction information and ensure all design and construction works for schemes are planned and completed in accordance with relevant legislation.
- Develop and deliver a range of highways and transportation schemes of various types and sizes including; consultations, investigations, feasibility studies, design and construction.
- To work positively and inclusively with colleagues and customers so that the Council/ Community Rail Partnership provides a workplace to deliver a service that does not discriminate against people on the grounds of their age,



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disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.

- To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's and Community Rails priorities.

Additional Information

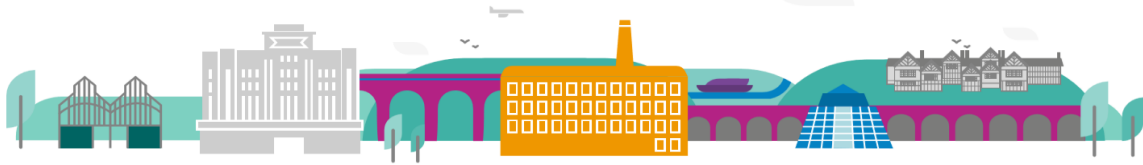
The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

About You

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

- Working to the Council's values and behaviours by:
 - Keeping the people of **Stockport** at the heart of what we do
 - Succeeding as a **team**, collaborating with colleagues and partners
 - Driving things forward with **ambition**, creativity and confidence
 - Showing value and **respect** to our colleagues, partners and customers.
- Experience of identifying, designing, developing, delivering and promoting community projects and initiatives.
- Experience of the management of project budgets and the development of funding applications
- Extensive experience of community engagement and working with members of the public and external stakeholders in an outward facing role.
- Ability to communicate clearly and concisely on all levels in multiple formats including presentations to varying stakeholders and the management and minuting of meetings.
- Excellent inter-personal skills and the ability to work on your own initiative and work effectively as part of a multi-disciplinary team



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- Experience of working successfully on multiple projects at the same time and managing competing priorities
- Political awareness and the ability to work with Councillors, teams within Highways and Transportation, other services within the council, stakeholder groups, businesses and the public (Desirable)
- An ability to represent the Council/ Community Rail at external meetings and with external stakeholders
- An ability to work flexibly, with some evening and occasional weekend working.
- Thorough understanding and use of Microsoft Office software and the use of websites and social media
- Qualified to degree level in a relevant subject or equivalent experience in a relevant field
- The ability to converse at ease with service users/customers and provide advice in accurate spoken English.