**Job Description**

***Bus Service Improvement Plan Project Officer***

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| **Service:** | Growth, Environment and  Planning | **Team:** | Public and Integrated Transport | |
| **Location:** | County Hall, Preston | | | |
| **Salary range:** | £36,363 - £40,778 | **Grade:** | | 8 |
| **Reports to:** | Enhanced Partnership Manager | **Staff responsible for:** | | None |

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| **Job Purpose** |
| The successful post holder will help to deliver and monitor Lancashire County Council's Bus Service Improvement Plan programme. The post holder will liaise with other teams within Lancashire County Council and where necessary external organisation to facilitate the capital schemes funded through the Bus Service Improvement Plan. The post holder will monitor and report on project progress and spend.  This role is fixed term for a period of two years |
| **Accountabilities/Responsibilities** |
| |  | | --- | | * The Project Officer will report to and be line managed by the Enhanced Partnership Manager to support the development, delivery, management and monitoring of the county council's Bus Service Improvement Plan funding programme. * Assist in monitoring project related budgets, ensuring that expenditures are within approved limits. * Identify potential risks and develop mitigation strategies in collaboration with the Enhanced Partnership Manager * Assist in developing and monitoring KPIs relating to project deliverables and assist in the reporting of outcomes. * Prepare and present project related reports as and when require * The post will work within a range of multi-disciplinary project teams liaising with LCC staff and county councillors, consultants, technical professionals and stakeholders within the public and private sector. * Attended project related site meetings when required. * The post holder will also prepare reports for and attend, in a supporting capacity, relevant committees, boards, technical and commercial groups and partnerships. * Keep up to date with policy developments and changes to legislation, guidance and best practice relating to the Bus Service Improvement Plan project * From time to time the post holder will be required to provide support and input into other funding programmes that include public transport elements. * Deputise for the Enhanced Partnership Manager as and when required | |
| **Other** |
| * **Equal Opportunities**   We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.   * **Health and safety**   All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.   * **Customer Focused**   We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times. |
| **Our Values** |
| **We expect all our employees to demonstrate and promote our values:**   * **Supportive**   We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.   * **Innovative**   We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.   * **Respectful**   We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.   * **Collaborative**   We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone. |

**Person Specification**

***Bus Service Improvement Plan Project Manager***

All the following requirements are essential unless otherwise indicated by \*

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

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| **Qualifications** |
| * A project management related qualification or proven experience within the project management environment   **And / Or** |
| * A Transport related qualification or proven experience within the public transport industry |
| **Experience** |
| * Experience of working in a project officer capacity in the development and delivery of highway and / or public transport projects. |
| * Experience of working within multi-disciplinary project teams, consultants and stakeholder groups in a range of economic, commercial settings. |
| * Experience of developing relationships and partnerships with public and private sector organisations to deliver a project. |
| * Experience in using accounting system to monitor and report on spend against budget requirements.\* |
| * Experience of supporting the preparation of funding bids and an awareness of current and proposed funding initiatives. |
| * Experience of working with district and county councils alongside government agencies.\* |
| * Experience of providing on the job training, mentoring and guidance to less experienced members of staff to ensure they are able to develop the necessary skills to deliver in their role.\* |
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| **Essential knowledge, skills & abilities** |
| * Understanding of project management principles. |
| * Awareness and understanding of government policy in respect of the delivery of public transport projects at a local, regional and national context. |
| * Ability to manage, organise and support the delivery of a range of projects, priorities and improvements. |
| * Manage allocated budgets and other resources to deliver agreed results. This would typically be small to medium sized budgets with some complexity/risk. * Very good communication, negotiation and networking skills with a wide range of staff, senior decision makers and external organisations and consultants. |
| * A basic geographical knowledge of the Lancashire area. |
| * A basic understanding of the public transport industry |
| * Ability to work under pressure and to tight timescales. |
| * Competent in the use of specialist or bespoke software and Microsoft packages. |
| **Other essential requirements** |
| * Commitment to equality and diversity. |
| * Commitment to health and safety. |
| * Display the LCC values and behaviours at all times and actively promote them in others. |
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