

## JOB DESCRIPTION

<b>Post Title: Cycling and Walking Officer</b>	
<b>Department:</b> Operations	<b>Post No:</b>
<b>Division/Section:</b> Traffic and Road Safety Services	<b>Post Grade:</b> TBC
<b>Location:</b> 3 Knowsley Place, Bury	<b>Post Hours:</b> 37 hours per week in accordance with Bury Council flexible working
<b>Special Conditions of Service:</b> <b>Attendance at evening meetings.</b> Driving license. Car User Allowance subject to review (travel across the Borough).	
<b>Purpose and Objectives of Post:</b> <p>To develop, promote, co-ordinate and deliver a programme of works that supports the existing and future walking and cycling network across the borough.</p> <p>Responsibility for the delivery of active travel duties and to make an active contribution to transportation and green infrastructure through the promotion of sustainable modes of travel.</p> <p>The post holder will work within the Traffic and Road Safety Service and with support from colleagues will be responsible for promoting alternative forms of active travel and improving the public access network.</p> <p>The role will be expected to build active travel into the daily lives of our communities to replace car journeys and to develop and deliver active travel actions to support the Council's activities to meet carbon neutral targets.</p>	
<b>Accountable to:</b> Group leader – Traffic and Road Safety	
<b>Immediately Responsible to:</b> Principal Engineer – Traffic and Road Safety	
<b>Immediately Responsible for:</b> None	

## **Relationships: (Internal and External)**

### **Internal:**

Traffic Management Team

Public Rights of Way

Planning (Green Space officer)

CCG

Live Well service

All Department of Communities and Wellbeing employees and employees of any other relevant departments

Council Members

### **External :**

TfGM

GMP

GMCA

Funding bodies

Government departments

LCO and OCO officers

Local businesses

Members of the public

Local Community groups

Officers in like positions in other authorities

## **Control of Resources:**

Personnel:

Cycling and Active Travel budgets

Grant awards

Financial:

Equipment/Materials:

Health & Safety:

## **Duties/Responsibilities:**

- To design, implement and evaluate sustainable transport projects to promote walking and cycling.
- To project manage the implementation of active travel schemes and undertake monitoring of projects outputs. Seeking out opportunities for innovation wherever possible.
- To maximise the opportunities to improve cycling and walking by implementing the 'Bee Network' infrastructure across the borough, utilising the GM Mayor's cycling and Walking Challenge Fund.
- Produce necessary Traffic Regulation Orders to support the introduction of any cycling and walking schemes and prepare all associated documentation for approval.
- To consult and engage with stakeholders on all cycling and walking schemes and liaise with agencies, voluntary organisations and participants as part of the process. Developing good working relationships and developing community links.
- Engaging and liaising with the Council's own cycling and walking forums.
- Attending evening meetings.

- To represent the Council in relation to the responsibilities of the role at internal and external meetings as required. In particular represent the Council at TfGM coordinated meetings.
- Support Bury's Climate Action Township forums and community groups to generate and deliver community active travel schemes.
- Liaise and work with our business community to help them to deliver active travel projects for their workforce.
- To develop and deliver significant behaviour change campaigns to encourage active travel amongst our communities.
- Contribute to the development of the Local Cycling and Walking Infrastructure Plan (LCWIP) for Bury and build towards the GM Moving Vision of becoming the first walking region. To also work alongside the councils Move More Officer and Active Travel Partnership and to liaise with the Public Rights of Way Officer.
- Develop and deliver cycling and walking elements of Bury's Climate Change Action Plans and the GM Clean Air Plan
- Provide advice and guidance to colleagues, customers and stakeholders. Manage incoming complaints and requests.
- Seek out and apply for relevant funding opportunities and manage any funding /grant allocations and make appropriate returns to funding providers as required.
- Produce comprehensive reports for Senior Officers, Elected Members, Cabinet Meetings, and TMU. Present reports at meetings of various levels.
- Deal with all cycling and walking related correspondence and provide information for FOI requests as required.
- Information and intelligence building through gathering and analysing cycle/walking data from counters and other sources to enable performance to be monitored. Gaining a better understanding of barriers and enablers to increase cycling and walking across the borough.
- Managing the Council's changing room and locker keys.
- Manage and develop the council's pool bike scheme and other projects to encourage council employees to walk and cycle.
- Ensure appropriate allocation and management of resources, including finance for which the post holder is responsible.
- Design and arrange the installation and maintenance of cycle parking.
- Contribute to learning locally, regionally and nationally.
- To deputise as deemed necessary in the absence of the Road Safety Principal Engineer
- As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.
- Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.
- The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.
- Health and Wellbeing -As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your

colleagues

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service)

<b>Job Description prepared by:</b>	<b>Sign:</b>	<b>Date:</b>
<b>Agreed correct by Postholder:</b>	<b>Sign:</b>	<b>Date:</b>
<b>Agreed correct by Supervisor/Manager:</b>	<b>Sign:</b>	<b>Date:</b>

**DEPARTMENT FOR COMMUNITIES AND WELLBEING**

**JOB TITLE**

<b>PERSON SPECIFICATION</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Degree or equivalent in an engineering or transportation field	✓	
Relevant experience in designing Cycling and Walking schemes	✓	
Relevant experience of creating TROs and associated documentation	✓	
Good knowledge of the impacts of road transport on climate change and air quality and the positive role active travel can play in relation to these agendas	✓	
Good working knowledge of relevant design legislation and guidance associated with active travel schemes	✓	
Experience of developing schemes from feasibility through to implementation	✓	
Experience of working with multi-agency partnerships and stakeholders	✓	
Knowledge and experience of behaviour change methodology		✓
Experience of recording and monitoring budget expenditure	✓	
Engaging hard to reach communities and target groups		✓
Working knowledge and ability to use ICT	✓	

Ability to plan effectively, organise resources and meet deadlines	✓	
Experience of monitoring and evaluating projects against key performance indicators	✓	
Good working knowledge of the GM Mayors Challenge Fund, the GM Beelines and LCWIP		✓
Understanding of equality and diversity.	✓	

## CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS

**The short-listing criteria listed plus the following:**

<b>ASSESSMENT METHOD</b>	<b>CRITERIA</b>
Application	Degree or equivalent in an engineering or transportation field
Application	Relevant experience in designing Cycling and Walking schemes
Application/ Interview	Relevant experience of creating TROs and associated documentation
Application/Interview	Good knowledge of the impacts of road transport on climate change and air quality and the positive role active travel can play in relation to these agendas
Application/Interview	Good working knowledge of relevant design legislation and guidance associated with active travel schemes
Application / Interview	Experience of developing schemes from feasibility through to implementation
Application / Interview	Experience of working with multi-agency partnerships and stakeholders
Application / Interview	Knowledge and experience of behaviour change methodology
Application / Interview	Experience of recording and monitoring budget expenditure
Application / Interview	Engaging hard to reach communities and target groups
Application	Working knowledge and ability to use ICT
Application / Interview	Ability to plan effectively, organise resources and meet deadlines
Application / interview	Experience of monitoring and evaluating projects against key performance indicators

Application / Interview	Good working knowledge of the GM Mayors Challenge Fund, the GM Beelines and LCWIP
Application / Interview	Understanding of equality and diversity.