

## PERSON SPECIFICATION



The City of Liverpool

**PORTFOLIO:** Regeneration

**SERVICE:** Highways Management

**JOB TITLE:** CYCLING OFFICER

**GRADE:** SO1/PO2

**Note to Applicant:** In your application, you should provide evidence of meeting all points on the person specification, particularly those marked \* as they are key criteria.

CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
<b>Qualifications and Training</b>	1. Membership of a relevant institution 2. Degree or formal qualification in a relevant discipline *	A/I A/I
<b>Experience</b>	3. At least 3 years experience in a similar or comparable role* 4. Dealing with high profile issues 5. Technical experience in a relevant discipline 6. Experience of working with members of the public, community groups and Elected Members 7. Experience of working in a quality assured environment	A/I A/I A/I A/I A/I A/I
<b>Skills/Abilities</b>	8. Excellent communication skills, both verbal and written* 9. Good presentation skills* 10. Ability to prioritise workload to meet deadlines* 11. Knowledge of marketing/ campaigning or promotional skills* 12. Experience in monitoring and controlling resources 13. Programme Management 14. Experience and commitment to staff development 15. IT and communication technology skills*	A/I/P A/I/P A/I A/I A/I A/I A/I A/I

Key to Assessment Methods: I - Interview P - Presentation A - Application E - Exercise T - Test AC - Assessment Centre

CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
<b>Commitment</b>	16. An understanding of and a personal commitment to the Vision and Values of Liverpool City Council. 17. Understanding, commitment and enthusiasm for sustainable transport	A/I  A/I
<b>Other</b>	18. Able to identify and respond to the needs of the customer 19. Working understanding of Best Value 20. A modern approach to working recognising the need for flexibility and adaptation to change 21. Represent the Portfolio at meetings out of normal office hours* 22. A satisfactory sickness record over the previous two years (subject to the need to act with consistency and fairness and to pay particular attention to equality of opportunity issues such as sickness related to disability and/or pregnancy).*	A/I A/I A/I A/I A/I A/I A/I

Produced by: Jayne Black

Date: May 06



## JOB DESCRIPTION

### The City of Liverpool

<b>SERVICE :</b>	<b>Regeneration</b>
<b>JOB TITLE:</b>	<b>Cycling Officer</b>
<b>GRADE:</b>	<b>S01/PO2</b>
<b>PAY RANGE:</b>	<b>£23,175 - £29,859</b>
<b>POST NO:</b>	<b>5512/ 4</b>
<b>LOCATION:</b>	<b>Liverpool</b>
<b>PRIMARY PURPOSE OF THE JOB:</b>	<b>To develop and implement the City Councils Cycling Strategy, associated policies and projects across the City.</b>
<b>DIRECTLY RESPONSIBLE TO:</b>	<b>Transport Policy - Team Leader</b>
<b>DIRECTLY RESPONSIBLE FOR:</b>	<b>N/A</b>
<b>THIS POST IS SUBJECT TO DISCLOSURE</b>	
<b>MAIN AREAS OF RESPONSIBILITY:</b>	

- To develop and implement the City Council's Cycling Strategy which includes cycle related policies and projects.
- To Co-ordinate the City Council's Cycling Capital Programme.
- To consistently review the implementation of Merseyside's and the Cities cycling strategies and associated policies & projects.
- To provide input into the Merseyside Local Transport Plan, Progress Reports and any other documents as and when required.
- To lead on the monitoring of all cycle related Performance Indicators as outlined in the Local Transport Plan.
- To work with Merseyside TravelWise on promotional activities.
- To manage and monitor auditing of highways works within the 2020 Liverpool Design Check Process.
- To ensure all work is planned, developed and co-ordinated to meet aims and objectives as outlined in the Local Transport Plan and the Merseyside Cycling Strategy and the City Councils Cycling Strategy.
- To provide technical advice both to internal and external bodies to improve cycling facilities and raise the profile of cycling.
- To assist in the delivery of other Highways Management services as directed by the Highways Manager.
- To assist in planning for the development of existing and implementation of new procedures, systems and equipment to meet continuous improvement objectives and Best Value.
- To attend meetings, presentations, exhibitions etc when required as a representative for the Service and Portfolio, including the Liverpool Cycle Forum to improve communication both within and outside the team. To monitor and provide information to the Development Control Team particularly in relation to timescales, cost and quality.
- To strive to improve communication both within and outside the team.
- To assist in organising, motivating and developing staff within the team, thus maximising their personal development and facilitating the achievement of the individual's targets and the Service business aims and objectives.
- To develop the City Council's commitment to equal opportunities and to promote non- discriminatory practices in all aspects of work undertaken.
- It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the City Council, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the City Council's safety plan.
- This job description is not intended to be either prescriptive or exhaustive, it is issued as a framework to outline the main areas of responsibility at the time of writing.

Prepared by: Jayne Black

Date: May 06

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