

WORCESTERSHIRE COUNTY COUNCIL ENVIRONMENTAL SERVICES DIRECTORATE

JOB DESCRIPTION

WALK/CYCLE OFFICER

Directorate and Section/Unit: Environmental Services
Highways and Transportation

Post Number:

Scale: Scale 4 – 6 – Walk/Cycle Officer

Reporting to: Walk/Cycle Officer

Responsible for: Walk/Cycle Officer

(A) **Key Accountabilities:**

- To carry out transportation surveys.
- To prepare databases and data analysis.
- To use standard or local computer or manual methods for:
 - Trend analysis
 - Scheme impacts
 - Scheme justification
 - Scheme design
- To develop transportation initiatives and plan and carry out testing and evaluation programmes and involve others in the process.
- To prepare technical reports.
- To contribute the development of policies and strategies on sustainable transport proposals for the County Council.
- To assist on existing user forums.
- To have knowledge of walking and cycling issues and initiatives including problems regarding legislation, crossing facilities, programmes, cycleways, junction layout options and construction.
- To keep apprised of new initiatives and developments in the 'walk/cycle field', including technical specifications and cycle audit, and to incorporate these as appropriate into work undertaken by this County.
- To assist on the promotion and development of achievable walking and cycling proposals based on a targeted network basis.
- To devise and develop promotions, to raise awareness and enhance proposed schemes, and to link with other bodies both internal and external to ensure their successful implementation.
- To assist in the design and project management of new facilities.

Professional liaison, advice and support

To provide professional liaison, advice and support to colleagues on all appropriate highway and highway related matters by:

- working in close liaison with colleagues in other parts of the service, adjoining areas, other authorities and partner organisations
- participating in working groups, management boards and liaison meetings
- ensuring adequate and accurate records are kept and updated
- ensuring that all technical, administrative and health and safety instructions are adhered to

- assisting in the production of monthly activity sheets, information bulletins, etc

(B) Common Duties for Highways and Transportation Service Unit Team

Culture

To contribute to a Team culture at Unit officer level and within the Service which:

- is ambitious, optimistic and is a team;
- focuses on external expectations and the delivery of service;
- takes nothing for granted and explores new ways of doing things;
- regards change as a positive requirement;
- maximises flexibility and responsiveness;
- invests in information and communication;
- responds to feedback on performance and progress.

People

To develop effective relationships with other people who are involved in delivering Highways and Transportation Services through:

- strong personal presentation and interpersonal activity;
- sensitive and successful relationships with elected Members;
- creating, maintaining and enhancing good working relationships amongst staff, managers and contractor organisations.

External Relationships

To enhance the Council's external relationships with the public and partner organisations by:

- providing a strong level of customer care in the delivery of service to the public;
- proactively providing information to the public and the media;
- enhancing the Council's profile and reputation locally and nationally;
- actively pursuing opportunities to enhance the Council's identity and to identify weaknesses in external relationships;
- developing robust and productive partnerships with external agencies.

Other Duties:

- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

Contacts:

In all contacts the post holder will be required to present a good image of the Directorate and County Council as well as maintaining constructive relationships

External: MPs, Ministers, Local, Regional & Central Government Offices
 County, District and Parish Councils
 Public Transport providers
 Consultants
 Employers
 General Public
 Pressure and Special Interest Groups
 Cycling User Groups

Pedestrian User Groups
Disabled User Groups
Community Groups
Press and Radio
Travelwise (national and regional)
Head teachers/Principals (LEA and private schools and further education establishments)
School Governors
Parents/Children
Students
Local Residents
Police
Local Businesses
Health Authority

Internal: Elected Members
Other Officers in the Local Authority in particular:- HPU's, Education Department, Road Safety Team, Accident Studies Team, Passenger and Fleet Transport Unit)
Local Members

LINKED GRADE

Progression through linked grades will be at management discretion and subject to performance judged to be appropriate at higher levels.

The Council reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or the level of responsibility.

Reasonable adjustments will be considered as required by the Disability Discrimination Act.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.