



## Job Description

<b>Job Title:</b>	Transport Strategy Officer
<b>Directorate/Team:</b>	Transport Strategy & Planning (TfWM)
<b>Location:</b>	16 Summer Lane
<b>Responsible to:</b>	Principal Policy & Strategy Officer (Transport)
<b>Responsible for:</b>	N/A
<b>Key working relationships:</b> (internal)	
<b>Key working relationships:</b> (external)	

## Purpose of the Post

The Transport Strategy Officer will support the ongoing and future development of transport policy and strategy activities within Transport for West Midlands (TfWM), undertaking vital evidence-based research, working with key stakeholders and the wider West Midlands Combined Authority (WMCA).

## Accountabilities

You will support the development of transport policies, strategies and projects by using a range of techniques to provide sound policy and strategy advice. This will support the development and delivery of the Local Transport Plan (LTP) and the outcomes in the Integrated Settlement. You will collaborate with and support colleagues across TfWM as well as working in partnership with wider WMCA partners, stakeholders and Local Authorities to contribute to delivering the region's objectives to deliver inclusive growth.

## Responsibilities

### Strategic

- Support the development and delivery of policy and research projects led by the Transport Policy and Strategy team and the wider Transport Strategy & Planning teams as necessary.
- Work in partnership with wider WMCA teams, Local Authorities and other stakeholders to develop and deliver transport strategies and projects to ensure alignment of transport agendas with economic, land use, environment and public service reform agendas.
- Undertake research and analysis of data/information that will inform strategy and policy development and transport scheme monitoring and the wider activity of the Transport Strategy & Planning teams.
- Produce briefing notes, presentations and research documents to inform and support discussions related to local, regional and national transport strategy issues.
- Assist the strategic and operational functions of TfWM in meeting the requirements for Transport Strategy & Planning teams as required.
- Respond efficiently to requests for support from colleagues, partners and stakeholders as appropriate and to transport policy and strategy queries raised on the TfWM and WMCA website or other media channels, where applicable.
- Prepare or support the development of robust and timely consultation responses to consultations from local government, national government and relevant industry sectors such as Network Rail and National Highways.
- Support the preparation of agendas and papers for the Strategic Transport Officer Group (STOG), Transport Support Group (TSG) and Transport Delivery Overview and Scrutiny Committee (TDSOC) meetings.

<ul style="list-style-type: none"> <li>Maintain an overview of policies, research, legislation, positioning and best practice across transport and related sectors. In particular keeping up to date Keep up to date with progress in areas such as Local Plans and LTP, local economic strategies and decarbonisation plans.</li> <li>Support the team to share information across TfWM and WMCA for example by translating technical work into appropriate summary content for senior staff and elected members.</li> </ul>
<b>People</b>
<ul style="list-style-type: none"> <li>Represent TfWM at events and meetings as well as working with the Stakeholder manager to ensure we are engaging with the right people.</li> <li>Forge strong and positive working relationships with internal and external colleagues at all levels.</li> <li>Communicate, influence and negotiate effectively with partners to help develop approaches to emerging transport and wider policy needs.</li> <li>Actively work with key stakeholders and colleagues to create an environment that promotes continuous service improvement and innovation.</li> </ul>
<b>Operational</b>
<ul style="list-style-type: none"> <li>Continually review intelligence requirements and propose actions to fill gaps in knowledge.</li> <li>Assist in the adequate storage, protection and retrieval of information.</li> <li>Obtain data to support current and future transport strategies including any revision to the LTP and Freight Strategy, Midlands Connect and West Midlands Rail Executive.</li> </ul>
<b>Financial</b>
<ul style="list-style-type: none"> <li>N/A.</li> </ul>
<b>Other</b>
<ul style="list-style-type: none"> <li>N/A.</li> </ul>

Person Specification					
Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A*	I*	T*
Experience of working in and with multi-disciplinary teams	E				
Skills / Knowledge	E	D	A*	I*	T*
Good communication and inter-personal skills.	E				
Good presentation skills	E				
Good analytical and problem-solving skills	E				
Good organisation skills.					
High level of competency with current IT packages, including MS Office Suite, and ideally MS Project		D			
Awareness of international/national best practice.		D			
Qualification / Education / Training	E	D	A*	I*	T*
Minimum Level 4 qualification in a related field such as transportation planning and management, urban planning, geography, environmental science or economics.	E				

**\*Key:** A = Application, I = Interview, T = Testing/Assessment

Core Expectations	
<b>Health, Safety &amp; Wellbeing</b>	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable

	it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
<b>Equality &amp; Diversity</b>	Promote and champion equality and diversity in all aspects of the role.
<b>Learning &amp; Development</b>	Participate in and take responsibility of any learning and development required to carry out this role effectively.
<b>Performance Management</b>	Actively engage in the performance management process and take responsibility for managing performance outcomes.
<b>GDPR</b>	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
<b>Adherence to Policies</b>	Be aware of and comply with all organisation policies.
<b>Other</b>	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

### Values

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
<b>Collaborative</b>	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
<b>Driven</b>	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
<b>Inclusive</b>	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
<b>Innovative</b>	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

### Additional Post Requirements

Essential Car User		Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

### Job Evaluation Details

Date Evaluation Agreed	JEP Reference	Grade	Job Family
18/10/24	JEP465	SP27-SP31	