



## **Job Description**

<b>Post Title:</b>	Worcestershire Community Rail Officer
<b>Directorate:</b>	West Midlands Rail Executive/Transport for West Midlands
<b>Reports to:</b>	Worcestershire Community Rail Partnership Steering Group
<b>Direct Reports:</b>	0
<b>Salary Band:</b>	SP21-25
<b>Key Relationships:</b>	Worcestershire Community Rail Partnership, Network Rail, Community Rail Network, Rail User Groups, Local & National government, Colleagues across Transport for West Midlands, West Midlands Rail Executive, West Midlands Rail Programme, Rail Industry bodies, Train Operators, Rail Community Groups

### **Role Purpose**

WMCA is committed to building a healthier, happier, better connected and more prosperous West Midlands. This is our vision. Our Values are central to how we work and interact with our wider partners and stakeholders. We encourage our colleagues to

Be **Collaborative**, Be **Innovative**, Be **Driven** and Be **Inclusive**.

To deliver the objectives and plans agreed by the Worcestershire Community Rail Partnership (hereinafter referred to as "WCRP"). To increase and improve, through community involvement and engagement, the use and development of rail on Worcestershire's rail network (see map below). The post holder shall:

- Raise the local, regional and national profile of the WCRP area
- Seek to increase year on year patronage; and
- Aid the rail industry in identifying and implementing short and long term measures that secure the long term sustainability of the rail network covered by the WCRP, whilst meeting the wider economic, environmental and social objectives of the funding partners

## Responsibilities

- To actively involve children and young people by promoting rail as a safe environment through work in schools and the community
- To represent the WCRP at local events and meetings
- To prepare and implement project plans to ensure the successful delivery of projects, events and activities
- To promote and highlight the work of the WCRP in the media and with rail bodies, stakeholders and others
- To prepare regular project updates (at least quarterly) for the WCRP Steering Group
- To prepare regular financial updates (at least quarterly) for the WCRP Steering Group
- To work in partnership with other organisations to secure funding for projects
- Seek out and exploit opportunities to secure funding in support of the WCRP's objectives and plans
- Any other duties of a similar nature related to this post that may be required

## Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			<b>Assessment Method</b>		
<b>Experience</b>	E	D	App*	Int**	Other***
Demonstrable public engagement experience.		X			
Interest in or experience of public transport		X			
<b>Skills/Knowledge/Abilities</b>	E	D	App	Int	Other
Excellent interpersonal skills and verbal/written communication skills.	X				
Ability to communicate with people from all walks of life, in both small and large public settings.	X				
Customer and results orientated, with ability to work under pressure.	X				
Ability to work on own initiative; self-motivated.	X				
Financially aware with ability to develop funding bids.	X				
Highly organised (able to juggle multiple requirements simultaneously) with a strong delivery focus		X			
Highly adaptable and flexible; willingness to tackle a range of tasks		X			

Exhibit a high degree of proactivity and creative thinking when faced with challenges requiring resolution.		X			
<b>Qualifications/ Professional Memberships</b>	E	D	App	Int	Other
Minimum 4 GCSEs or equivalent, including Maths and English		X			

\* Application

\*\* Interview

\*\*\* Details will be shared at interview stage

### Core Expectations

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

### Health and Safety

All employees have a duty to take reasonable care for the health and safety 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 and safety.

### Equality and Diversity

To promote and champion equality and diversity in all aspects of the role

### Learning and Development

To participate in and take responsibility of any learning and development required to carry out this role effectively.

### Performance Management

To actively engage in the performance management process and take responsibility for managing performance outcomes.

## GDPR (General Data Protection Regulation)

To 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.

## Other

There will be a requirement to work outside normal office hours on occasion to meet with our public, give presentations, attend meetings etc.

Must hold (or be willing to have) a DBS clearance check.

## Additional Information

Map of the network covered by the WCRP:

