

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Network Planning Officer	JEID	M0013
Salary Grade:	M SCP 39-41		
Team:	Transport Delivery		
Service Area:	Communities Group		
Primary Location:	Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Service Manager - Public Transport		
Responsible for:	n/a		

#### Role Purpose

To manage all scheduling, budgetary and procurement aspects of the subsidised passenger transport services within the Transport Delivery Group, including home to school transport services, developer funded transport and community transport. To also work with external partners in providing the best public transport network for Warwickshire.

#### Role Responsibilities

1. To manage and develop the provision of public transport throughout the county.
2. To respond swiftly to a regular programme of service revisions in the commercial sector.
3. To manage a rolling programme of passenger transport efficiency reviews.
4. To manage all operational aspects of the provision of subsidised public transport services throughout the county.
5. To assess the need for public transport and evaluate the extent to which this is met by the commercial sector.
6. To assist the Service Manager in managing the passenger transport revenue support budget, including all developer funded services.
7. To regularly monitor projected expenditure and income on all financially supported passenger transport.
8. To regularly monitor usage and punctuality of public transport services across Warwickshire
9. To provide expert advice on all public transport matters to managers, elected members and

external bodies.

10. To liaise with Transport Delivery Operations supervisors, schools and governing bodies on all home to school transport route planning issues.

11. To oversee all road closures impacting on passenger transport services and provide alternative solutions if necessary.

12. To oversee all community transport related issues, including support and advice for community transport initiatives in the voluntary and commercial sector.

13. To engage with any potential funding streams from central government or developers to further enhance the public transport network.

14. To represent the Transport Delivery Group at any meetings considered to be appropriate to the duties of the postholder.

15. To carry out such other duties as may be required from time to time by the Service Manager or Head Of Service

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

Degree in a relevant subject or at least three years' senior experience within a relevant discipline	I/D
Evidence of high level of knowledge, skills and experience in passenger transport services, including transport law and national regulations	I/D
A minimum of three years' experience scheduling public transport services.	I/D
In depth knowledge of public transport funding schemes and developer funding schemes.	I
Sound organisational skills in managing pressures and priorities, without supervision	I
Strong communication and interpersonal skills	I
High level of IT skills and system management	I
Ability to quickly identify operational issues and problems, and deliver operational solutions	I
Ability to respond quickly and consistently to unforeseen circumstances arising in the commercial sector.	I
Ability to deliver a service in line with specific performance targets, in some cases determined by a Service Level Agreement	I
Clear understanding of customer care issues	I

## Desirable Criteria

Assessed By:

Good geographical knowledge of the County and surrounding area	A I
Evidence of continuing professional development	A, D
Knowledge and experience of local government tendering processes	A
Previous experience of communicating with political members	A

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors

<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	