

TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

JOB DESCRIPTION

Job Title : Strategy Officer
Location : Partnership Headquarters, Perth
Responsible to : Senior Strategy Officer
Salary/Grade : SJC 62 - 72 (£31,195 - £36,211)

The Tayside and Central Scotland Transport Partnership (Tactran) is one of seven statutory Regional Transport Partnerships established under the Transport (Scotland) Act 2005, with responsibility for developing and overseeing the delivery of a statutory Regional Transport Strategy. Tactran covers the areas of Angus, Dundee City, Perth & Kinross and Stirling Councils and is managed through a Partnership Board of 15, comprising 10 Councillors appointed by the four constituent Councils and 5 non-Councillor members. The Partnership's Executive Team, currently comprising 8 staff, is located in Bordeaux House, Kinnoull Street, Perth.

JOB PURPOSE

To support the development, implementation and monitoring of the Regional Transport Strategy, the Regional Transport Strategy Delivery Plan and associated Revenue and Capital delivery programmes with a particular emphasis on strategic connectivity including air, road, rail, bus, park & ride and freight and provide support to the Partnership's contribution to Development Planning, Community Planning and City Deals.

REPORTING RELATIONSHIPS

The post reports to and works under the general direction and control of the Senior Strategy Officer.

MAIN DUTIES AND RESPONSIBILITIES

1. Supporting and contributing to the development, review, monitoring and implementation of the Regional Transport Strategy, with particular focus on the Strategic Connectivity; Buses; Rail; Park & Ride; and Freight sub-Strategies.
2. Supporting and contributing to development, monitoring and implementation of the Regional Transport Strategy Delivery Plan and associated Revenue and Capital programmes.
3. Assisting in the appraisal of proposals and projects through the Regional Transport Model(s) and in accordance with Scottish Transport Appraisal Guidance (STAG) and other relevant appraisal processes.
4. Maintaining and supporting development of the Regional Transport Strategy Monitoring Framework and producing reports on this.
5. Supporting input to and the development and delivery of City Deals.
6. Supporting the undertaking of and reporting on public and other consultations on Strategy and project development and delivery
7. Supporting the operation and management of Regional Stakeholder Fora.
8. Supporting input to Development Planning.
9. Supporting input to Community Planning and the delivery of local and national outcomes.
10. Analysing and contributing to responses to consultations on relevant policy and project delivery matters.

11. Producing and presenting reports to the Partnership Board and other fora.
12. Deputising for the Senior Strategy Officer.

The post holder may be required to perform duties other than and in addition to those specified above. The particular duties and responsibilities may be varied from time to time without changing the general character of duties or the level of responsibility entailed.

PRINCIPAL WORKING CONTACTS

1. Other Partnership Executive staff
2. Partnership Board members , advisors and observers
3. Officers of constituent Councils
4. Officials of Transport Scotland and Scottish Government
5. Officers of other Regional Transport Partnerships
6. Officers of Development Planning Authorities
7. Officers of Community Planning Partnerships
8. Officers of Health Boards and other public sector bodies
9. Transport providers including bus, rail, ports and air
10. Transport agencies and interest groups
11. Enterprise Companies, trade and business associations and other private sector groups
12. Contractors and consultants
13. Community Councils and other community interest groups
14. Members of the public

PERSON SPECIFICATION

POST TITLE : STRATEGY OFFICER

FACTOR	ESSENTIAL	DESIRABLE
Relevant Knowledge and Experience	<p>Understanding the policy development process and the role of transportation strategies within an RTP or local authority environment.</p> <p>Understanding the role of strategic connectivity and associated transport modes in strategy development and project delivery.</p> <p>Knowledge of appropriate legislation and procedures.</p>	<p>Experience of transport and wider policy issues at local, regional and national government.</p> <p>Experience of strategic connectivity and associated transport modes in strategy development and project delivery.</p> <p>Familiar with Transportation Appraisal techniques e.g. Scottish Transport Appraisal Guidance (STAG) and Strategic Environmental Assessment (SEA).</p> <p>Knowledge of transport software and modelling techniques and applications.</p>
Qualifications and Attainments	<p>Appropriate degree or equivalent, preferably giving eligibility for professional membership (e.g. MRTPI/MICE).</p>	<p>Membership or working towards membership of relevant professional body (e.g. MRTPI/MICE/MCILT).</p>
Skills	<p>Excellent written communication skills.</p> <p>Ability to think strategically.</p> <p>Forward planning/analytical skills.</p> <p>Ability to achieve objectives.</p> <p>Ability to work with wide range of transport stakeholders.</p>	
Qualities	<p>Integrity.</p> <p>Flexibility.</p> <p>Good team member.</p> <p>Ability to work under competing deadlines.</p>	
Other Requirements		<p>Ability to represent Tactran at meetings and events within and outwith Tactran region.</p>