

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION QUESTIONNAIRE

Job Title:	Public Transport Officer
Reports to:	Principal Public Transport Officer
Department:	Environmental Services
Section:	
Date written:	

Purpose of the Job

To assist in the development and achievement of the Council's public transport objectives and be responsible for the control of the authority's public transport contracts to ensure the delivery of high quality services for the least possible cost.

Principal Accountabilities

1. To direct, programme, progress and keep proper financial and administrative control of all public transport activities undertaken by contractors, on behalf of the department, including the work of consultants when appropriate.
2. To ensure completion of all statutory and administrative procedures and the maintenance of all necessary records in relation to contracted local bus services, any work being undertaken by consultants and other assigned projects.
3. To secure the provision of identified local bus services on behalf of the council by means of tendering and negotiation within the terms of the Transport Act 1985 through liaison with contractors.
4. To assemble and analyse information required for monitoring the effectiveness of public transport services in the conurbation, including this in written reports when required.
5. To contribute to the development and implementation of the transport strategy for Brighton & Hove, particularly in relation to the role of bus services within that strategy.

6. To ensure that the services provided are the best value for money for the authority through the maintenance of adequate records and performance information.
7. To be familiar with public transport requirements in the area and assist in the development and delivery of a customer focused and caring service.
8. To respond to complaints and enquiries, in writing and on the telephone, and resolve operational public transport problems.
9. To have particular responsibility for:
 - The planning, monitoring and operation of Community Transport Services – including acting as advisor to the executive committee of the Brighton and Hove Community Transport Association.
 - The planning, monitoring and operation of services to serve clients of Social Services Department and in particular those with mobility handicaps.
 - The planning, monitoring and operation of services provided on behalf of the Education Department for the provision of home to school transport.
 - Supervision of all necessary records in relation to contracted local bus services and the supervision of payments made to the operators in this respect.
 - For developing public transport policies appropriate for the delivery of supported bus services.

General Accountabilities

(Please insert relevant paragraph from Job Description Questionnaire Guidance Notes on Health and Safety and Equality accountabilities)

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Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

BRIGHTON & HOVE CITY COUNCIL**PERSON SPECIFICATION**

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Essential Criteria

Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none"> • Up-to-date knowledge of public transport legislation and experience of the role of local authorities in the provision of services. • Understanding and experience of the role of passenger transport services in an urban setting. • Knowledge of the legislative framework surrounding the provision of local passenger transport services. • Education to 'A' level standard, or equivalent, is required including a demonstrable ability to analyse both verbal and numerical information.
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Experience	<ul style="list-style-type: none"> • Experience of dealing successfully with public transport operations, the public and local members is essential. • Experience of developing and assisting in provision of public transport services in an urban setting. • Experience of dealing with members, senior officers and the public on public transport issues. • Experience of working successfully within a mixed team and making a positive contribution to the delivery of the team's services. • Experience of negotiating with operators to ensure the most effective use of public money in the provision of local bus services. • Extensive experience in public transport.
Skills and Abilities	<ul style="list-style-type: none"> • Well developed communication skills, both verbal and written, including the preparation of reports and publicity material. • Highly developed negotiating skills. • Computer skills are essential and should ideally include the ability to use word processing and spreadsheet packages. • An ability to develop and deliver policies, strategies and programmes that meet the needs and requirements of the public transport service. • Well developed communication skills, both verbal and written, including the ability to make presentations, prepare reports and publicity material. Able to negotiate effectively. • Ability to listen to the views of other professionals and representatives of the community in order to make balanced recommendations on public transport matters. • Ability to develop positive contacts with outside organisations to assist in the delivery of public transport services. • Well developed analytical skills. • Demonstrable ability to work effectively under pressure during continuous change and to tight deadlines. • Ability to manage and monitor budgets. • Highly motivated and enthusiastic professional.
Equalities	<ul style="list-style-type: none"> • Evidence of the application of good equalities practices and procedures to service delivery.
Other Requirements	<ul style="list-style-type: none"> • Evidence of commitment to continuing professional development. • Able and willing to work outside of office hours if required.