**Job Description**

**Cycling & Walking Officer**

**Role Profile** Specialist – BCP Band G

**Service/Team** Infrastructure, Transport and Sustainable Travel, Sustainable Transport Policy

**Reports to** Sustainable Travel Team Leader

**Responsible for** 0

**Number of posts** 1

**Post number** TP531

**My job improves the quality of life for the people of Bournemouth, Christchurch, and Poole** by providing technical support and specialist expertise to encourage and facilitate safer active travel.

**Job Overview**

Responsible for encouraging and enabling BCP residents, including children, to use active modes of travel to get about, thereby reducing private car use. To jointly lead on the development and delivery of the council’s successful cycle training scheme (Bikeability), and work with relevant colleagues to deliver various infrastructure and behaviour change projects.

**Key Responsibilities**

* Support the Senior Cycling and Walking Officer (SCWO) with the delivery of measures to help facilitate changes in travel behaviour and to promote sustainable transport.
* Work with another colleague to jointly lead on the delivery and administration of the cycle training (Bikeability) scheme, working with colleagues and schools. Direct the council’s self-employed cycling instructors to ensure that we offer a consistently excellent service with positive outcomes.
* Further develop the council’s cycle training scheme, working with the Bikeability Trust to secure funding, so that as many people benefit from it as possible – both children and adults from across the BCP Council area with a range of needs and abilities.
* Work with colleagues to ensure that requirements are met for funding of cycle training – including timely submission of grant bids and invoices, instructor CPD and safeguarding checks, and quality assurance.
* Contribute to the delivery of School Streets at schools across the area. This will include supporting the prioritisation of potential new sites; liaising with schools; engaging with ward members, residents and children; and other tasks as required to deliver School Streets to agreed timescales and budgets.
* Encourage and promote sustainable travel to school by providing support on national and local campaigns and initiatives such as Living Streets WTSO project /WOW campaigns/National Walk to School Week , Bike It Plus, School Streets, School Clean Air project, Big Walk and Wheel, Bike to School Week etc.
* Help identify and resolve, through liaison with colleagues and stakeholders, issues and shortfalls on the transport network with respect to walking, wheeling and cycling infrastructure.
* As required, represent the team on the Safer Routes to Schools Working Group and feed in information regarding School Streets, cycle training and other contributions as relevant.
* Respond to enquiries from Members, the public and other stakeholders around active travel.
* Assist the work of the Sustainable Travel Team Leader and wider section as appropriate.

**Specific Qualifications and Experience**

* Education to minimum of HNC level or equivalent.
* Experience of and knowledge about active transport and relevant policy.
* In-depth understanding of the challenges and barriers to people adopting sustainable travel modes.
* Knowledge of how to enable and encourage people to shift to using more sustainable modes of transport.
* Knowledge of what makes good walking, wheeling and cycling infrastructure, and why – and the ability to communicate this to non-specialists.
* An in-depth knowledge about cycle training (Bikeability) would be an advantage but is not essential.
* Experience of project administration, managing budgets and programmes.
* Experience of working with the general public.
* Good knowledge of the work practices, processes and procedures relevant to sustainable travel.
* Good knowledge of ICT including Excel, Word, Outlook, Teams and other programmes relevant to the role.

**Personal Qualities & Attributes**

* Flexible approach with an understanding of the varying and diverse needs of the general public and having the ability to provide advice and support, using diplomacy and tact as required.
* Ability to work with others, both internal and external partners, to develop strong, trusting and positive relationships.
* Able to plan and manage a project, with support – setting appropriate aims/goals, identifying challenges, suggesting solutions, planning how to deliver the outcomes required, monitoring a budget and a programme, and evaluating outcomes.
* Proactive, motivated, and keen to get on and make positive changes for our communities.
* Excellent at communicating both in writing and verbally, seeking to resolve any barriers to collaborating with others by communicating openly and challenging any unhelpful behaviour.
* Confident working with a wide range of people, introducing new ideas to them in an engaging way, tailored at an appropriate level for the audience.
* A team player, able to contribute to and celebrate the success of the whole team, encourage and share honest feedback and engage in new ideas in a positive way.
* Ability to challenge and suggest different approaches and/or use interpersonal skills to develop solutions to a range of problems.
* Ability to plan and organise own work and deal with competing demands.
* Use curiosity about the way things are done to recommend, create and implement more effective and co-ordinated ways of working that will enhance service delivery and customer experience.
* Develop breadth or depth of knowledge through exposure to different activities and by learning from or shadowing the Senior Cycling and Walking Officer and the Sustainable Travel Team Leader.

 **Job Requirements**

* Must be able to travel, using active/public transport as a first consideration (where viable), or alternatively by holding a valid UK driving licence with access to own or pool car.
* Work will be predominantly office-based, in a hybrid working model from home or BCP Council Civic Centre, and there will also be visits required to schools and other sites across the BCP Council area.