

Active Travel Coordinator

Department	Strategic Planning
Pay Grade	G8
Responsible to	Planning Policy Team Leader

Role Purpose

A highly visible role to deliver Horsham District Council's ambitions to facilitate changes in travel behaviour and to promote sustainable transport, working to improve and connect active travel networks that enable people of all ages and abilities to walk, wheel or cycle for everyday journeys.

Working with West Sussex County Council, Parish and Neighbourhood Councils, the postholder will identify and implement opportunities to expand and improve Horsham District's active travel infrastructure, working closely with planning colleagues and other internal and external stakeholders on individual projects or as part of wider public realm schemes to achieve this.

Role Specific Responsibilities / Accountabilities

- Undertake independent research and consultation with a range of stakeholders to identify issues and shortfalls and missing links on the transport network with respect to what makes walking, wheeling and cycling infrastructure.
- Taking account of research, innovation and best practice, develop, promote and implement a Horsham District cycling and walking strategy that delivers new active travel initiatives across the District and promotes its wider health and environmental benefits.
- Act as the Local Authority Lead in the implementation of active travel schemes, in liaison with the transport authority, including consultation, Equality Impact Assessments, landowner negotiation, technical specification and legal agreements.
- Seek funding to deliver identified projects from internal and external sources including developer contributions, the infrastructure delivery plan / Community Infrastructure Levy and Government schemes to enhance the active travel network.
- Provide technical knowledge, support and make recommendations to planning colleagues to deliver enhancements to active travel as part of both the local plan and planning application process.
- Develop constructive working relationships with a wide range of partners including elected Members West Sussex County Council, parish and neighbourhood councils, police, public health, businesses, educational establishments and local community groups to ensure timely and cost effective identification and implementation of active travel schemes including travel plans

- Act as the initial point of contact for general cycle and walking infrastructure customer enquiries and as the specific contact for local active travel interest groups.
- Support successful project and the delivery of high quality outcomes by monitoring and reporting of progress against key targets and indicators, and reviewing programmes of active travel initiatives and events
- Carry out such other duties that may reasonably be required.

Knowledge, Skills and Qualifications

Minimum knowledge, skills and qualifications required to perform this role, relevant experience may be a substitute.

Essential Criteria

- Possess a degree or equivalent experience in a relevant field
- Demonstrable relevant practical experience in active travel or a related field
- Able to demonstrate a high level of understanding of national and local transport issues, active transport and an in-depth understanding of the challenges and barriers to people adopting sustainable travel modes
- Excellent research and writing skills with ability to provide clear written materials to a range of audiences (e.g. technical notes, non-technical presentations, public consultation documents)
- An excellent communicator with a proven ability to work with and build relationships with individuals and groups from a wide range of backgrounds, including to non-specialists
- Experience of influencing others to gain sponsorship and acceptance of ideas and initiatives, and changing approaches and negotiating necessary requirements and managing expectations.
- Experience of managing and implementing projects
- Able to identify and analyse issues and take a logical and structured approach to developing ideas into technically competent proposals and processes
- Ability to work as part of a team or on own initiative
- Competent IT user, able to learn and use different systems

Desirable Criteria

- Local government experience
- Experience or understanding of land-use planning

Appendix

Generic Employee Responsibilities / Accountabilities

- Contribute to the delivery of the corporate objectives of the Council developing good working relationships to promote the interests and reputation of the Council building a positive image of the organisation.
- Participate in a culture of learning, collaborative working and excellence to build a culture of high performance, which inspires and supports the delivery of the Council's Corporate Plan.
- Ensure that all duties are carried out in compliance with relevant statutory processes, corporate policies and the Council's constitution.
- Proactively seek opportunities to continuously improve ways of working and Council services by evaluating activities to enhance performance.
- Promote equality, diversity, inclusion, access to services and tackling discrimination both within and outside the Council to ensure there is a clear and consistent focus across the organisation and its partners in delivering an inclusive customer experience to all.
- Generally to comply with all Health and Safety policies and guidance ensuring the required mechanisms are used and to support the promotion of a culture of good health, safety and welfare, especially if nominated or appointed specifically to carry out simple checks at your place of work and log the activity.
- Follow the Council's safeguarding procedures and promote the welfare of children, young people and vulnerable adults across Council services.
- Participate in risk management in service areas and follow required reporting procedures, as appropriate, to minimise risks to people and the Council's operations.
- Follow and adhere to all Data Protection procedures and processes in accordance with relevant legislation ensuring all personal data of employees, members of the public and clients is used appropriately and retained within guidelines.
- The Returning Officer in this constituency is responsible for the election process. There is an expectation that Council employees will, as reasonably requested to do so, assist the returning officer in election processes.
- In the event of a major incident or disaster you may be required to assist in whatever capacity to provide the necessary organisation, co-ordination and supply of resources to support the local emergency services or other services within the council and relevant partner organisations.

Generic Employee Behaviours

Our behaviours framework links to our values and identifies the core knowledge, skills, behaviours and attitudes we require from our people to deliver services.

Customer Focus

- Deliver a high standard of customer services
- Develop effective customer relationships
- Improve customer service to meet local needs and aspirations

Achieving Excellence

- Strive to be excellent
- Deliver increasing efficiency / effectiveness
- Use taxpayers' money wisely to deliver the highest quality services to the satisfaction of our customers

Our People

- Work collaboratively together as one team
- Invest in own performance and career and support colleagues
- Work creatively and responsibly