

## ROLE DESCRIPTION

<b>Job Title</b>	Trainee Transport Officer
<b>Salary Band</b>	SCP 20-23
<b>Reporting to</b>	Managers within Network Development
<b>Directorate</b>	Place
<b>Service Area and sub area</b>	Transport
<b>Team</b>	Network Development
<b>Political Restriction</b>	None

### **1. Primary Purpose of the Post**

This role is a Transport Trainee Officer position, a development opportunity within the Network Development Team in Transport. It provides vital administrative support across the team and contributes to a wide range of multi-modal transport planning initiatives. This role offers the chance to gain experience in shaping the transport network of tomorrow, while supporting the Combined Authority's strategic transport objectives.

As a member of our integrated multi-modal Transport Team, you will be customer-focused, collaborative, and act with urgency to help deliver a world-class transport offering to residents in the Liverpool City Region.

### **2. Your responsibilities**

- Provide administrative and coordination support to the Network Development Team across a range of transport initiatives.
- Manage and triage the Network Development inbox, responding to queries, customer comments, and mayoral correspondence.
- Provide meeting support, including agenda preparation, forward planning, and minute-taking for team meetings.
- Maintain and manage the team's SharePoint site, ensuring effective document and version control.
- Maintain accurate records of personal development activities and contribute to a culture of continuous learning.
- Assist in the delivery of transport development schemes, including data collection, stakeholder engagement, and project documentation.
- Act as a client-side support for the delivery of transport initiatives, ensuring alignment with strategic objectives.
- Support the development of schemes for Bus, Rapid Transit, and Rail, including learning about the business case process.
- Assist with devolution-related initiatives as required.
- Support stakeholder engagement activities, both internal and external.



- Engage with colleagues across all service areas within Transport to support integrated transport planning.
- Liaise with enabling services such as Legal, Procurement, and IT to facilitate the successful development of transport projects.
- Engage with the Youth Combined Authority and other panels, escalating issues where appropriate.
- Provide continuity and support in relation to the Transport Development Officer role when needed.
- Proactively seek opportunities to broaden knowledge and experience in transport planning, policy, and delivery.
- Support the preparation of reports, presentations, and briefings for internal and external stakeholders.
- Maintain continuous understanding and personal insight into transport issues affecting the Liverpool City Region by travelling on the public transport network and interacting with both passengers and transport staff across all modes.
- Gain practical insight through mentoring and work shadowing with senior colleagues.

### **3. General Corporate Responsibilities**

- Participate in training and development activities to improve personal skills and team effectiveness.
- Contribute to corporate targets and service improvement initiatives.
- Promote and support equal opportunities in all aspects of work.
- Ensure compliance with statutory requirements and the Combined Authority's Constitution, including Standing Orders and Financial Regulations.
- Adhere to health and safety legislation and the Combined Authority's safety plan.
- Undertake any other duties as required, in line with the scope and spirit of the role.

### **4. Recruitment Plan**

Competency Based Interview  
Assessment

## PERSON SPECIFICATION

**Job Title:** Trainee Transport Officer

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Level 3 qualification (e.g. BTEC, NVQ, or A-levels)	D	A, I

Experience and knowledge	E = Essential D = Desirable	Identified By
Experience of developing and delivering presentations.	D	A, I
Experience of working in a team environment and delivering on collective goals.	D	A, I
Knowledge of the transport industry and planning processes.	D	A, I
Familiarity with the transport network in the Liverpool City Region.	D	A, I

Skills and abilities	E = Essential D = Desirable	Identified By
Ability to work under pressure, meet deadlines, and demonstrate resilience	E	A, I
Ability to build and manage effective relationships with stakeholders	E	A, I
Ability to collate and present data to support decision-making	E	A, I
Ability to prioritise workload and manage conflicting deadline	E	A, I
Demonstrable can-do attitude	E	A, I
Determination to deliver and support professional development	E	A, I

Personal Attributes	E = Essential D = Desirable	Identified By
A passion to improve public transport services	E	A, I
An understanding of and a personal commitment to the Vision and Aims of LCR Combined Authority	E	A, I



A commitment to providing a high-quality customer service and ensuring service standards are met	<b>E</b>	<b>A, I</b>
Demonstrable commitment to diversity and inclusion, together with a clear appreciation of equalities issues	<b>E</b>	<b>A, I</b>
A commitment to achieving Social Value across all areas of work	<b>E</b>	<b>A, I</b>

<b>Core Behavioural Competencies</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
An ability to demonstrate our core values, including a commitment to Equality, Diversity, and Inclusion	<b>E</b>	<b>A, I</b>
Experience of/ability to contribute to a high-performance culture	<b>E</b>	<b>A, I</b>
Embed LCRCA's behaviours of LCRCA First, Action Focused, and Respect	<b>E</b>	<b>A, I</b>

**Key to Assessment Methods:**

KO – Knockout question	A - Application	P – Presentation	T - Test
FQ – Filter Question	I – Interview	E – Exercise	AC – Assessment