



ROLE DESCRIPTION

Job Title	Transport Planning Assistant
Salary Band	16-19
Reporting to	Transport Planning Team Leader
Directorate	Place
Service Area and sub area	Transport
Team	Transport Planning
Political Restriction	None

1. Primary Purpose of the Post
To assist the Transport Planning Team in delivering the key strategic aims of the service area through a variety of tasks but including the review and detailed analysis of all relevant bus service registrations in both the Liverpool City Region and neighbouring authorities. To be flexible in approach, supporting colleagues across the service area as and when required, including supporting the wider bus service function if needed.
2. Your responsibilities
• Always have the customer needs at the heart of everything • Monitoring of registrations and operator adherence to legal obligations. • Reviewing the accuracy of relevant documentation. • Anticipating and meeting customer and stakeholder needs and expectations. • Promoting good practice. • Providing technical information and historical background to support colleagues. • Assist with the roadworks/events process. • Supporting the team to deliver key objectives. • Maintaining adequate system controls, procedures and governance. • To provide a range of administrative support and general administrative duties. • Working collaboratively with external and internal stakeholders to deliver objectives. • Identifying and making use of ICT to improve performance and efficiency.
3.General Corporate Responsibilities
• To support the strategic priorities of the organisation and the Bus Service Area



- Work collaboratively with other departments within the directorate and the wider organisation being considerate of their priorities alongside your own
- Work inclusively and encourage others to do also
- Promote understanding of and adherence to LCRCA values by modelling appropriate behaviours and encouraging others to do likewise
- To embed a culture that places customers first, adopts a can-do approach and focuses on communities and working locally
- To work with public and other relevant bodies to support LCR's communities, through services and activities which address local concerns
- To contribute to the management of risks both within the service area and the wider strategic risks facing the LCRCA
- To adhere to all health and safety legislation and work to ensure that the health, safety and wellness of everyone is a key consideration in all activity
- To participate in all aspects of training and development as directed, use all relevant learning opportunities to improve personal and professional skills

4. Recruitment Plan

Competency Based Interview

PERSON SPECIFICATION

Job Title: Bus Development Support Assistant

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
GCSE English & Mathematics or Level 2 qualification Literacy and Numeracy (or equivalent).	E	A, I

Experience and knowledge	E = Essential D = Desirable	Identified By
Working in a customer focussed environment	E	A, I
Working towards strict deadlines	E	A, I
Completing administrative tasks efficiently and effectively	E	A, I
Team working	E	A, I
Knowledge of the transport industry and transport regulatory legislation	D	A, I
Knowledge of the transport network in the Liverpool City Region	E	A, I

Skills and abilities	E = Essential D = Desirable	Identified By
Effective communication skills, both written and verbal	E	A, I
Good numeracy and literacy skills	E	A, I
Computer literacy skills	E	A, I
Excellent analytical skills	D	A, I
Time management skills	E	A, I
Organisational skills	E	A, I

Personal Attributes	E = Essential D = Desirable	Identified By
Effective Communicator	E	A, I
Ability to Prioritise	D	A, I
Key eye for detail	E	A, I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Respectful, Action Focused	D	A, I



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

METROMAYOR
LIVERPOOL CITY REGION

Key to Assessment Methods:

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