

ROLE DESCRIPTION

Job Title	Graduate Active Travel Officer
Salary Band	20-23
Reporting to	Active Travel team
Directorate	Place
Service Area and sub area	Transport Infrastructure Programmes
Team	Active Travel
Political Restriction	N

1. Primary Purpose of the Post
To provide support to the delivery of the LCRCA Corporate Plan and specifically its transport priorities relating to Active Travel. This successful applicant will support the Principal Project Development Officers develop and deliver active travel projects across the City Region.
2. Your responsibilities
<ul style="list-style-type: none"> • Project Management & Delivery: Assisting in the development, design, implementation, and evaluation of active travel schemes and behavioural change projects. • Strategy and Policy Support: Supporting the development and delivery of the LCRCA's Local Cycling and Walking Infrastructure Plan (LCWIP). • Data Collection & Analysis: Gathering, analysing, and interpreting data related to walking, wheeling and cycling levels to monitor performance, identify barriers, and evaluate the effectiveness of projects. • Stakeholder Engagement: Consulting with a wide range of stakeholders, including community groups, schools, local businesses, transport providers, and other council departments, to build support and ensure collaborative working. • Design Review: Supporting the LCRCA's active travel design review process that seeks to ensure high-quality active travel infrastructure is delivered. • Promotional Activities: Creating promotional materials, news stories, and presentations to raise awareness about the benefits of active travel and specific initiatives. • Administrative and Secretariat Support: Setting up and maintaining administrative systems, including financial records, contacts, and project databases. Providing secretariat support to key meetings, such as Transport Advisory Group. <p>Due to the changing nature of the business, this job description serves as a framework to outline the primary areas of responsibility at the time of writing. It is not intended to be either prescriptive or exhaustive and will inevitably change according to the nature of the business</p>
3. General Corporate Responsibilities



- To support the implementation of the City Region's Corporate Plan and wider strategic priorities
- To work as a key part of the Active Travel Team to support the achievement of corporate efficiency targets and initiatives
- To ensure the Combined Authority's commitment to diversity and equal opportunities and is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken

4. Recruitment Plan

Competency Based Interview

PERSON SPECIFICATION

Job Title: Graduate Active Travel Officer

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Undergraduate degree or degree level apprenticeship with 2:1 Honours, or above. (Ideally within a field like transportation, engineering, geography, planning, or similar subject area)	E	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Proven experience (academic, voluntary, or professional) applying design or planning principles to propose improvements to the built environment, transport systems, or user experience.	E	A/I
Working effectively in a team (we believe teamwork produces the best work).	E	A/I
Working under pressure, meeting deadlines and showing resilience.	E	A/I
Previous paid or voluntary work experience in which you managed your own time and workload, demonstrated initiative and delivered results.	D	A/I
The ability to use geographic information system (GIS) software (for example MapInfo, ArcGIS or QGIS) is desirable but not essential. Training will be provided to the successful applicant.	D	A/I
An interest in active travel and sustainable transport	D	A/I

Skills and abilities	E = Essential D = Desirable	Identified By
Ability to communicate ideas effectively and to present work clearly, in writing or verbally.	E	A/I
Digital literacy – proficiency with MS Office tools such as MS Word, Excel and PowerPoint	E	A/I
Problem solving – ability to identify, analyse, and implement effective solutions to challenges	E	A/I
Ability to prioritise workloads to meet competing demands	E	A/I



Personal Attributes	E = Essential D = Desirable	Identified By
High personal motivation and willingness to go the extra mile for the team	E	A/I
Ability to self-start and work on own initiative	E	A/I
Positive attitude and a demonstrable can-do attitude	E	A/I
Willingness to gain new knowledge and skills to improve performance and a commitment to professional growth	E	A/I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Honest, dependable and trustworthy – demonstrating commitment to learning and personal development, good time keeping and attendance	E	A/I
Working with others/people skills – working with a range of stakeholders, internal and external to the LCRCA	E	A/I
Team working - able to work effectively within a team in a fast-paced environment – respecting colleagues and recognising the contributions made by all team members	E	A/I
Commitment to the vision and aims of the Liverpool City Region Combined Authority	E	A/I
Commitment to equal opportunities	E	A/I

Key to Assessment Methods:

A - Application
I – Interview