

## **ROLE DESCRIPTION**

<b>Job Title</b>	Access Advisor
<b>Salary Band</b>	SCP 27-32
<b>Reporting to</b>	Principal Officer – Infrastructure Development & Delivery
<b>Directorate</b>	Place
<b>Service Area and sub area</b>	Transport Infrastructure Programmes
<b>Team</b>	Infrastructure
<b>Political Restriction</b>	None

<b>1. Primary Purpose of the Post</b>
<p>Reporting to Principal Officer – Infrastructure Development &amp; Delivery, the post holder will be responsible for offering support and guidance on equalities and accessibility issues across the broad range of Transport Infrastructure Programmes projects and services. They will take responsibility for ensuring that guidelines relating to the latest equalities legislation are being adhered to in design and through delivery, and where possible boundaries are being pushed to provide access for all.</p> <p>Working as part of a wider team, the post holder will ensure that the latest thinking and innovation around providing high quality access for all is an intrinsic part of the following projects and services.</p> <ul style="list-style-type: none"> <li>• Delivery of the bus and rail capital programmes</li> <li>• Delivery of the Tunnels and Ferries capital programme</li> <li>• Bus stop infrastructure design</li> </ul> <p>The postholder will be responsible for reviewing and keeping up to date with relevant legislation and also providing equalities advice in respect of the Authority's buildings and estate.</p> <p>The post holder will ensure that all guidance and advisory documents relating to equalities legislation and accessibility are captured and recorded for use in the design and construction of the various infrastructure projects and services being delivered by Transport Infrastructure Programmes and the wider LCRCA organisation.</p>
<b>2. Your responsibilities</b>
<p><b>Project Delivery</b></p> <ul style="list-style-type: none"> <li>• As a principal point of contact within Transport Infrastructure Programmes on equalities legislation and accessibility, work with officers across the Transport Infrastructure Programmes Service Area to ensure all projects and services are being delivered in line with and where possible, exceeding statutory guidance.</li> </ul>



- Working as part of an integrated resource within a multi-discipline team that may involve at times, attending site meetings to agree works and a way forward.
- Ensure latest guidelines, legislation and advice on equalities & accessibility are captured and recorded for the effective delivery of all Transport Infrastructure Programmes services.
- Offer design guidance to teams within the Transport Infrastructure Programmes Service Area to ensure works meet the required equalities standards.
- Attend site where required to offer advice, support and sign off works from an accessibility perspective.
- Undertake Access Audits on LCRCA-owned buildings to ensure corporate compliance with legislation and codes of practice.
- Undertake Pedestrian Access Audits to provide information / reports advising where barriers will cause problems for People with Reduced Mobility accessing public transport.
- Operate specialist measuring equipment (e.g. Light Reflectance Value meter, digital inclinometer, induction loop tester) and advise on the results of any such measuring/ testing.
- Ensure up-to-date knowledge of national accessibility policy, legislation and best practice including Building Regulations Part M (2004) and British Standard 8300.
- Advise Clients where budgets for Accessibility Upgrades are best spent, to ensure value for money.
- Prepare accurate reports in relation to work undertaken and technical & audit-based material.
- Provide consultation comments on proposed highway and other civils schemes in respect of inclusive design and access for people with reduced mobility.
- Provide accurate technical advice on accessibility and inclusive design.
- Manage own case load with competing priorities whilst delivering on a range of projects within set timescales and ensure work is undertaken in a cost-effective and efficient manner.
- Carry out Equality Impact Assessments as required.
- Adhering to health, safety and environmental legislation, policy and procedures, Codes of Practice.
- Writing clear and concise manner using ICT to prepare complex reports on a range of accessibility issues, to reach conclusions and provide advice and guidance.

### **Stakeholder Liaison**

- Be a point of contact across LCRCA for the advice and guidance on accessibility.
- Contribute to best practice forums across LCRCA to ensure latest thinking is in place and boundaries are continuing to be pushed.
- Attend meetings and conferences on behalf of the Authority to ensure that the



Authority stays up to date with the latest developments on equalities legislation and accessibility best practice.

- Develop effective networking relationships to ensure a consistent approach is being taken to equalities legislation and accessibility across the Liverpool City Region.
- Participate in equality groups and forums in the City Region.

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

#### **Continuous Improvement**

- Reviewing and amending your own, and your team's working methods to identify training needs, improve service and performance and setting standards.
- Promoting a working environment of openness and transparency.
- Proactive consideration of how equalities and accessibility considerations can be built into all Transport Infrastructure Programmes projects and services.
- Provision of appropriate advice to senior management, internal departments and external customers.
- Applying best practice/ lessons learnt to ensure best value for money is delivered and innovation encouraged.
- Undertake any training needed to stay up to date with current developments and changes in equalities legislation.

#### **Health & Safety**

- Understanding and meeting all health and safety duties and responsibilities including ensuring compliance with relevant legislation.
- In line with corporate policy, ensuring adherence to LCRCA's Safety Management System.
- Ensuring Health, Safety and Environmental considerations are at the forefront in all aspects of equality and accessibility considerations.

#### **Accessibility, Equality, and Sustainability**

- Having a leading level of knowledge of equality legislation and how it affects your service area.
- Preparation of Equality Impact Assessments.
- Promoting equality and diversity by:
  - Recognising and addressing the needs of different customers;
  - Adapting your approach to meet the needs of different customers;
  - Recognising, respecting, and valuing the diversity of your colleagues; and
  - Pro- active adherence to all defined corporate policies.
- Putting the environment and sustainability at the forefront of all activities when working closely with colleagues and partners.
- Understanding the impact on the environment and measures to minimise impacts e.g., reduction in CO2 emissions, emerging technology, recycling.

#### **Improving the Liverpool City Region**

- Challenge the status quo.
- Review the service you deliver and how you deliver it.
- Identify how works can be done more effectively and efficiently.
- Encourage innovative thinking personally and within the team.



- Maintaining focus and commitment through enactment of the organisation's 3 behaviours of Putting the LCR first, Acting with Respect, and Being Action Focused.
- Contributing to and promoting the vision and aims of the LCRCA within the City Region.
- Sharing and communicating a clear understanding of the LCRCA priorities across the department.

#### **4. Recruitment Plan**

Candidates will be assessed on the basis of:

- An initial assessment of the application submitted.
- Followed up by a competency-based interview

## PERSON SPECIFICATION

**Job Title:** Access Advisor

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Applicants will be expected to hold at least a level 6 qualification in a relevant subject, or demonstrable and substantial relevant experience.	E	A
Commitment to learning and continual professional development	D	A
Membership of a professional body.	D	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Knowledge and understanding of necessary standards, procedures and processes relating to the Equality Act 2010.	E	A / I
Experience of undertaking Access Audits, preferably in a transport-related environment	E	A/I
Specialist working knowledge of relevant design standards including the British Standard documents, relevant Approved Documents and subject specific guidance.	E	A / I
A knowledge of how disabled people access the external and built environments.	E	A / I
An understanding of Means of Escape Strategies for disabled people.	E	A
Conversant with all relevant Health and Safety and Environmental legalisation policy and procedure in highway circumstances.	E	A / I
Conversant with Codes of Practice, and the Equality Act, with demonstrable evidence of application, in highway circumstances.	E	A / I
Experience of managing external contractors.	D	A
Understanding of commercial and financial practices and the importance of delivering value for money for a public sector organisation.	D	A

Delivery of projects in a transport related environment.	<b>D</b>	<b>A / I</b>
Experience of procuring external contractors and/or consultants.	<b>D</b>	<b>A</b>
Understanding of public sector commercial, financial and budgetary controls, standing orders, financial and statutory regulations.	<b>D</b>	<b>A</b>
Understanding of the Liverpool City Region Combined Authority and its aims and objectives; Corporate Plan; Mayoral Transport Plan etc	<b>D</b>	<b>A</b>
Basic understanding of highway law (Highways Act; Spatial Planning; Town & Country Planning Act).	<b>D</b>	<b>A</b>
Basic understanding of the bus and rail industries (their organisation, operation and legislation).	<b>D</b>	<b>A</b>

<b>Skills and abilities</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Organisation skills to liaise with client departments and contractors on works & services and external partners on best practice.	<b>E</b>	<b>A / I</b>
Computer literate with a high degree of ICT skills	<b>E</b>	<b>A</b>
An ability to write in a clear and concise manner using ICT to prepare complex reports on specific issues and to reach conclusions and to provide advice and guidance.	<b>E</b>	<b>A</b>
Ability to work with sensitive/ confidential issues in relation to access needs.	<b>E</b>	<b>A</b>

<b>Personal Attributes</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Approach tasks with enthusiasm and a positive attitude, demonstrating a willingness to tackle challenges	<b>E</b>	<b>A / I</b>
Collaborate effectively with colleagues to foster a supportive team environment and achieve shared goals	<b>E</b>	<b>A</b>
Have a passion for Accessibility and Equality in transport infrastructure and delivery of programmes of work, resulting in positive impacts for Liverpool City Region residents	<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>



**LIVERPOOL  
CITY REGION**  
COMBINED AUTHORITY

**METROMAYOR**  
LIVERPOOL CITY REGION

### **Key to Assessment Methods:**

A - Application
I – Interview