**School Travel Plan Officer**

**Transport Strategy Service**

**Role Purpose:**

This role provides support to the implementation of the Councils Transport Strategy and its key policies such as increasing cycling and walking and traffic reduction. The role includes liaising with educational institutions in the borough in order to develop School Travel Plans (STP), including monitoring and reporting as well as document control, and ensuring an ongoing log of all STP progress and monitoring is maintained. The role will also involve supporting delivery of behaviour change schemes (road safety campaigns, cycle training etc) and infrastructure measures (our Healthy Schools Street programme, school road safety engineering initiatives and so on) which contribute to modal shift.

It is also important to liaise with key stakeholders both internally and externally in order to ensure project delivery through the progress STPs and related initiatives.

**Example outcomes or objectives that this role will deliver:**

* To assist in project management of the School Travel Plan (STP) programme, including monitoring project performance and budget management, managing document and change control and identifying and communicating risks to project delivery.
* To carry out effective liaison and partnership working with relevant stakeholders, both internally and externally such as Highways, Parking Services, Members, Transport for London, statutory and local groups, School teachers/governors members of the public.
* Working closely in schools with teachers, students and parents to develop sustainable travel projects and campaigns, to support the development of STPs.
* To work with design engineers to identify road safety and traffic engineering solutions to tackle issues raised in school travel plans.
* To organise meetings, workshops with governors, teachers, parents, carers and students and to develop strong and active partnership arrangements acting as a liaison point between schools and the council.
* To manage the STARS accreditation process for schools in Camden To develop and co-ordinate support for school communities creating and implementing STARS School Travel Plans (STP’s) and Accreditations, monitoring reviews, assisting schools to achieve accreditations and progress funding bids
* The increase of active travel to school and the reduction of car use on the school run with resultant benefits in traffic congestion levels and improvements in air quality.
* To commission and manage consultants as appropriate.

**People Management Responsibilities:**

(Number of reports, nature of management responsibility)

N/A

**Relationships:**

(Nature of relationships and partnerships e.g. internal, external, and level)

Liaison with other teams in the Transport Strategy service, Children Schools and Families Department, Sport and Physical Activity Service, Parking Service, Public Health and other internal teams; elected Members; external stakeholders such as local resident associations and statutory groups; Transport for London; developers; Business Improvement Districts.

**Work Environment:**

(Describe the work environment e.g. office based, outdoors etc.)

• Has to be able to work flexibly across various work environments.

• Will be required to occasionally attend evening meetings.

• Will be required to engage with senior managers on a regular basis.

• Work will be primarily office based, but will also be required to attend site meetings and external meetings.

• The post holder will be required to work independently and manage competing workload priorities.

**Technical Knowledge and Experience:**

(E.g. qualifications that are essential for the role and / or examples of the experience role holders would be expected to have in order to succeed in the role)

* Degree or equivalent in a transport or environmental/sustainability/humanities discipline.
* Experience of project management and working with a variety of stakeholders both internally and external to an organisation.
* Experience of partnership working demonstrating the ability to build partnerships and to work within them to achieve the strategic objectives of the participating organisations.
* Knowledge of School Travel Strategies and Plans desirable.
* Experience of working in a sustainability or transport orientated environment desirable.
* An understanding of the wider context of transport planning, and the issues related to the improvement of air quality and the promotion of active travel.
* Competent ability to use MS Word, Excel and other MS Office programs.
* Ability to express complex information accurately, clearly and concisely both orally and in writing
* Ability to work closely with elected members when required.

**Camden Way Five Ways of Working**

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together*.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>