

Members' Library Service Request Form

Date of Document	09/01/23
Originator	Andrew Mclellan - Team Manager
Originator's Ref (if any)	
Document Title	Staffing Report for the Creation of an Active & Sustainable Travel Assistant within Roads, Assets & Regulatory Team

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Additional information:

Authorised By	Sarah Fortune
Designation	Exec Dir for Council Resources
Date	09/01/2023

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STAFFING REPORT – NEW POST

REPORT TO: Members' Library Service

BY: Executive Director - Place

DATE:

SUBJECT: Staffing Report for the Creation of an Active & Sustainable Travel Assistant within Roads, Assets & Regulatory Team

1 PURPOSE

- 1.1 To seek Head of Corporate Support approval under delegated powers for the creation of an Active & Sustainable Travel Assistant as a temporary change to the staffing structure.

2 RECOMMENDATIONS

- 2.1 To agree to the proposed changes to the staffing structure as outlined in the report.

3 BACKGROUND

- 3.1 Transport Scotland requested expression of interest for the £0.75 million resource funding available to Local Authority's to be used within the current financial year (2023-24). However, Transport Scotland appreciate that whilst a local authority may not be in a position to bid for funding within this financial year, completing the Expression of Interest and additional information - Resource Funding will allow Transport Scotland to collate and secure adequate funding for future years.
- 3.2 Pathfinder style projects will provide valuable evidence of level of interest and identify need for support to complete preparatory work to allow local authorities to begin exploration of the 2019 Act powers.
- 3.3 East Lothian Council asked for funding to support the recruitment of an Active & Sustainable Travel Assistant Grade 3 for the direct checking and surveying of the current Active & Sustainable Travel network and the interaction with the local bus network and the other to work between roads and transport surveying and data uploading sustainable/active travel options base over 30 months. This full-time position would be held temporary till March 2024, with a possibility of extension if further community bus funding becomes available at which point, we would look to review the post and bring in a Public Transport Assistant.

- 3.4 The reason behind the request would be to allow the Council to fully understand the results of the current journey hub consultation and the carryout a consultation on local bus travel and Active & Sustainable Travel the requirements prior to the next supported bus services tender.
- 3.5 The Job Evaluation Team have evaluated the role of Active & Sustainable Travel Assistant and the overall grade for the post is Grade 3 (currently £22,938 to £23,189 per annum).

4 POLICY IMPLICATIONS

- 4.1 The report has no direct policy implications however should supply data to allow future planning in support of policy.

5 INTEGRATED IMPACT ASSESSMENT

- 5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

6 DISCLOSURE SCOTLAND REQUIREMENT

- 6.1 This post does not require a **Basic** Disclosure check in order to comply with legislation/PSN Code of Connection.

7 RESOURCE IMPLICATIONS

- 7.1 The finance for this post will come direct from Transport Scotland via the community Bus Fund and has already been assessed and approved by finance.
- 7.2 Personnel – This post has been formally evaluated and will be advertised in accordance with the Council’s Recruitment & Selection Policy. As part of the approval process HR and relevant Trades Unions will be consulted.

8. BACKGROUND PAPERS

- Agreed Job Details Form

AUTHOR’S NAME	Andrew McLellan
DESIGNATION	Team Manager Transport
CONTACT INFO	01620 827700/ amclellan@eastlothian.go.uk
DATE	19/12/2023

JOB OUTLINE	
JOB TITLE: Active & Sustainable Travel Assistant	JET CODE: 7940
SERVICE: Transport & Waste Services	
DIVISION: PLACE - Infrastructure	
REPORTING TO: Team Manager Transport	
RESPONSIBLE FOR: No supervisory responsibility	
<p>JOB PURPOSE:</p> <p>To assist in the delivery of an effective and efficient integrated Active, Sustainable and public transport network by ensuring legislative and operational objectives are met by implementing processes to maximise efficiency of service delivery within specified standards/approved budgets and in compliance with the Council's policies, legislation and plans with a commitment to achieve best value.</p>	
<p>MAIN DUTIES:</p> <ol style="list-style-type: none"> 1. Carryout Active & Sustainable transport survey work on local routes, within East Lothian and connection services. 2. Record, monitor, review and report findings of Active & Sustainable transport survey work on local bus. 3. Carryout services customer survey on active & Sustainable services to ensure the good quality customer experiences and best value for the Council in line with established contracts. 4. Assess the access to Active & Sustainable travel services for all groups of the public and the ability to travel for: <ol style="list-style-type: none"> a. Commuting for work b. Travel to Education facilities c. Travel for Wellbeing (Hospital, GP surgeries, NHS facilities, libraries, etc) d. Travel for Shopping Local and various retail outlets/supermarkets e. Travel for Leisure f. Travel for Entertainment/socialisation g. Email alerts h. Changes to Council policy i. Divisional information 	

5. Advise the Team Manager Transport & Behavioural Change Officer on issues affecting the provision of the Active & Sustainable travel services.
6. Operate computer-based applications including word processing, spreadsheets, databases and e-mail and other software packages etc NAPTAN.
7. Assist in the production of spreadsheets and templates.
8. Input and extract data to and from office databases and spreadsheets.
9. Produce letters, memos and other documents, some of which will be confidential.
10. Compliance with all current Health and safety Legislation.
11. Undertake any other duties and responsibilities as required by the Director or his representative.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- A minimum of SVQ1/Standard Grade General level English/Maths or National 4 English/Maths or Literacy/Numeracy or Intermediate 1 Communication/Numeracy and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.

Disclosure Scotland:

- N/A

Scottish Social Services Council:

- None

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	A minimum of SVQ1/Standard Grade General level English/Maths or National 4 English/Maths or literacy/Numeracy or Intermediate 1 Communication/ Numeracy <u>and/or</u> able to demonstrate equivalent knowledge, skills and Competencies gained through relevant experience.	SVQ Level 2 Modern Apprenticeship in Administration or Equivalent.
Previous Experience (Paid & Voluntary Work)		Previous experience of working in an office environment
Knowledge/ Skills	<p>Effective interpersonal and communication skills.</p> <p>Proficient IT and keyboard skills. Numeracy skills.</p> <p>Effective organisational and time management skills.</p> <p>Knowledge of the benefits of active & sustainable travel</p> <p>Understanding of government policy around Net zero/climate change and the strategic transport strategy</p>	Experience of Microsoft Office packages.
Personal Qualities	<p>Ability to work as part of a team and on own initiative.</p> <p>Ability to undertake multiple tasks and work to deadlines.</p> <p>Attention to detail.</p> <p>Ability to maintain confidentiality on all matters</p>	
Council Behaviours We are Customer Focused	<p>Council Behaviours We are Customer Focused</p> <p>Focused</p> <p>We Initiate and Embrace Change</p>	

	We Strive to be the Best we can be We make things Happen We work Together	
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