

TRANSPORT OFFICER (PROCUREMENT AND ROUTE REVIEWS)

Role Profile



Title	Transport Officer (Procurement and Route Reviews)	
Grade	GRADE E	
Reference:	N534	
Reports to:	Principal Transport and Allowances Officer	
Work style Definition	Office based hot–desk/touch down worker	
Job Type:	Semi Professional	
Primary purpose of role	Coordinate school transport by identifying and meeting the school transport needs and arranging transport in the most effective manner. Liaise with coach, minibus and taxi operators to ensure compliance with contract conditions. Undertake whole school reviews to ensure the transport is used in the most effective manner.	
Key accountabilities and key measures	Role outcomes <ul style="list-style-type: none"> Procure transport required for daily school access for special needs pupils in the Council area (20%) Implement day to day changes as advised by parents, schools, tutors etc and inform operators and passenger assistants of changes (20%) Review all school transport routes on an on-going basis including an annual review of all transport for the new academic year (20%) Maintain computer records for the above on the Capita ONE database, completing all paperwork as necessary (20%) Monitor transport services on a continual basis with coach and taxi operators to ensure efficient and cost effective operation of all contracts (10%) Maintain financial data within the operator's database to ensure correct payments are made (10%) 	Role measures <ul style="list-style-type: none"> Will ensure all procurement procedures are carried out in line with current policies in a timely manner using Dynamic Purchasing System Provision of an excellent service for all School Transport functions Ensure all school transport is reviewed on an on-going basis as well as re-planning all routes for each new academic year Ensure operators database is kept up to date in line with fluctuating route prices

Key activities	<ul style="list-style-type: none"> ▪ Procure School Transport using the Dynamic Purchasing System (20%) ▪ Maintain operator's database to ensure correct payments are made to transport operators (20%) ▪ Making day to day changes for School Transport using the Capita ONE database/informing transport operators and passenger assistants (20%) ▪ Continual and annual review of all School Transport routes (20%) ▪ Provide advice and guidance to members of the team and internal and external colleagues and agencies (15%) ▪ Deputise for Principal Transport and Allowances Officer as required (5%) ▪ Carry out other duties appropriate to the grade of the post
Essential qualifications/knowledge	<ul style="list-style-type: none"> ▪ Understanding of the role of the local authority and education in providing transport ▪ Knowledge and understanding of SEN ▪ Knowledge of budget monitoring and payment processes ▪ Understanding the benefits of coordinated transport provision ▪ Membership or eligibility for membership of ATCO, or similar professional institution
Desirable qualifications/knowledge	<ul style="list-style-type: none"> ▪ A degree or equivalent experience in Transport or a related discipline or qualification. ▪ Experience of supervising and training staff
Essential experience	<ul style="list-style-type: none"> ▪ Reasonable experience of working in partnership with transport providers ▪ Experience of using Capita ONE (or similar) databases ▪ Experience of dealing directly with members of the public which may regularly place emotional demands on the post holder
Desirable experience	<ul style="list-style-type: none"> ▪ Experience of procurement procedures including the use of a Dynamic Purchasing System ▪ Experience of working in Education Transport
Essential skills	<ul style="list-style-type: none"> ▪ Advanced keyboard skills requiring precision and speed on a range of software, including Microsoft Office. ▪ Developed communication skills are required to liaise with a variety of internal and external agencies and to produce reports, for example in response to complaints. ▪ Judgemental skills required to solve problems for up to several weeks in advance, for example re-planning School Transport for the new academic year.
Corporate standards <ul style="list-style-type: none"> ▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. ▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures. ▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures. ▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation. 	