

## **JOB DESCRIPTION**

### **Section A Job definition**

Job title: Project Officer  
Location: SEStran Offices, Victoria Quay, Leith, Edinburgh, EH6 6QQ  
(easily accessible via public transport / cycling and changing facilities available / car parking available)  
Hybrid working arrangement requiring minimum of 2 days per week to be office based.  
Hours: 37 (flexible working available). Occasional evening working may be required.  
Contract: Fixed Term for 12 months  
Grade: 3  
Salary: £34,250 - £38,104  
No of posts: 1

### **Section B Organisational relationship**

Post holder reports directly to the Programme Manager.

### **Section C Key Responsibilities**

1. Play a key role in the project management, delivery and administration of SEStran projects that contribute to the Regional Transport Strategy policies and actions, by:
  - a. Monitoring progress and expenditure of projects, according to programme and budget
  - b. Liaise with internal and external audit teams and SEStran's accountants in submitting claims to funders
  - c. Assist with procurement and implementation of projects
  - d. Present findings and deliver recommendations to SEStran and stakeholders
2. Liaise with key stakeholders, funders and partners
3. Represent SEStran at stakeholder meetings, conferences and workshops
4. Organise stakeholder meetings, assist with the management of the meetings, prepare and give presentations
5. Assist with the drafting of reports for and to the SEStran Partnership Director and Partnership Board
6. Assist in drafting the SEStran Annual Report and Business Plan.
7. Liaise and assist with the management of consultants employed by SEStran
8. Assist the Programme Manager or/and Strategy Manager with procurement of services and works
9. Data management, including - collect, check, collate, update, and interpret data
10. Undertake any work assigned by the Partnership Director

## **Section D Knowledge, Skills & Experience**

The post holder will be educated to a degree level or equivalent in an appropriate subject, e.g., transportation, civil engineering, environmental project management.

Experience within the transport sector is desirable, with an ability to demonstrate an understanding of key public transport issues and opportunities.

Experience with transport data systems and their application would be desirable.

The ability to use initiative within a framework determined by the Partnership Director is essential.

Ability to write clear, concise, and accurate reports and letters and to communicate effectively with elected members, members of the public, business representatives and others as required.

The post holder will be required to work on a variety of tasks, of differing complexity. They will be required to work on more than one task at a time, therefore conflicting demands and deadlines will require careful priority and time management. The post holder is expected to manage their workload, with support from their immediate supervisor and to re-set priorities as appropriate, to ensure all tasks are completed on time.

The post holder must be able to deal effectively with a wide range of enquiries from internal and external stakeholders and partners and must ensure that the highest standards of service are maintained.

The nature of the job requires the post holder to work independently with minimum supervision, referring any major issues to the Programme Manager or Strategy Manager.

The post holder will be expected to contribute to policy development and to develop innovative and creative ideas to improve methods of working and undertake problem-solving/option appraisal and development. Typical applications are as follows:

- Understand problems and develop solutions
- Discuss complex matters
- Planning and priority of own work on a day-to-day basis
- Qualitative assessment of the standard of works carried out
- Dealing with the public in respect of problems raised and the appropriate follow-up actions
- Preparation of progress reports, standard correspondence etc.

- Piloting or trialling new techniques, methods, or technology
- Good communication (verbal and written) and influencing skills are essential
- Working knowledge of new technology and commonly used IT packages as well as the ability to learn and use bespoke IT packages is required
- No further specific experience is required but enthusiasm, energy, commitment, and self-motivation are essential qualities required of the successful candidate as is the ability to work to tight deadlines

## **Section E Communications and Contacts**

Elected Councillors

Non-elected Board members

Local Government officers

Officers of other public bodies

Transport providers and operators

Project delivery partners and consultants

Transport Scotland and civil servants in Scottish Government

Academic institutions

Other Regional Transport Partnerships

Representative organisations

Members of the public