

Item:

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Report to Partnership Meeting 16 November 2018

RESEARCH AND STRATEGY DELIVERY

Active Travel Update

Purpose of Report

To provide Members with an update on Active Travel projects which HITRANS are involved with and the recruitment of a project officer on an initial two year fixed term contract.

ERDF Low Carbon Travel and Transport (LCTT) Round 2

Following the September Partnership meeting it was confirmed that The Highland Council have received their grant offer letter for the Inverness Low Carbon and Active Travel Hub, which will be based at Rose Street car park with a satellite hub at Raigmore Hospital. This is a £1.6Million project, with local partners (The Highland Council, HITRANS and NHS Highland) contributing funding of £320,000 in addition to the ERDF grant support. Similar to the other two successful LCTT projects in Orkney and Speyside, HITRANS will contribute £30,000 towards the Rose Street project.

Sustrans Community Links Projects

Active Aviemore

HITRANS, Cairngorms National Park Authority (CNPA) and Highland Council are currently working with AECOM after finalising the outline design stage, to prepare tender documents for moving towards detailed design costs and a further submission to Sustrans Scotland to obtain 100% funds to develop detailed designs for the scheme. Sustrans have indicated that they would like the Active Aviemore project split into two Community Links applications going forward to tie in with the 18/19 and 19/20 financial year, given the substantial cost and time required for detailed design.

Accessing Inverness

HITRANS, in partnership with The Highland Council, have been progressing this project which is looking at options for active travel through the town centre in Inverness, linked to the Inverness Railway Station upgrade, with a focus on urban realm to improve the environment for pedestrians, cyclists and those with accessibility needs. Public engagement and consultation on the proposals will commence during November 2018.

EST Ebike Grant

As outlined in the September update, HITRANS submitted two applications to match funds from ERDF Smart Cities (Highland Smart Hubs), and Horizon 2020 INCLUSION (Cairngorms Pilot) as match to deliver public E-bike schemes in both locations. Unfortunately we were unsuccessful in round one, but have received guidance to submit applications to round two which has recently opened with a closing date at the end of November. Further details on round 2 can be found: <http://www.energysavingtrust.org.uk/scotland/grants-loans/ebike-grant-fund>

Active Travel Officer

Following the secondment of HITRANS Active Travel Officer to The Highland Council members approve the recruitment of an officer to cover the active travel role on the basis of a 2 year term appointment. The job description and duties for the Active Travel Officer position are included as an Appendix to this report. The position has been advertised on the MyJobScotland portal with interviews scheduled to be undertaken in November.

Risk Register

RTS Delivery

Impact - Positive

Comment – This work supports the RTS objectives and the monitoring of their implementation.

Policy

Impact - Positive

Comment – This work supports the development of our Active Travel policies.

Financial

Impact – Positive

Comment – This work is supported by the Sustrans active travel partnership funding, and Community Links applications.

Equality

Impact – Positive

Comment – HITRANS support for active travel helps eliminate the barriers to travel for all and removes a number of physical accessibility barriers.

Recommendation

Members are asked to note this report.

Report by: Neil MacRae
Designation: Partnership Manager
Date: 6th November 2018

Appendix – Job Description



JOB DESCRIPTION

ACTIVE TRAVEL PROJECT OFFICER (FIXED TERM – INITIAL 2 YEAR CONTRACT*)

£24,297 - £27,000

***The post-holder is being recruited for a fixed term to provide cover for a Secondment**

General

The post-holder will support the co-ordination and delivery of an ongoing partnership initiative between Sustrans Scotland and HITRANS that seeks to support the delivery of a comprehensive, coherent and high quality cross-conurbation active travel network for the HITRANS region.

Although detailed project activities will evolve over time, the primary work streams in will be focused on the following:

- Planning – using and updating where necessary the HITRANS Active Travel Strategy, Active Travel town Masterplans and ongoing stakeholder engagement to develop a detailed delivery plan
- NCN – Supporting Sustrans work on the National Cycle Network within the HITRANS area, in particular opportunities for developing the NCN within the HITRANS region and working with Sustrans staff on NCN review.
- Communication and marketing – working with HITRANS and Sustrans' staff; assisting with marketing and promotion activities.
- HITRANS / Sustrans Active Travel Fund Delivery – as feasible, beginning to roll out the active travel network identified through the work plan and supporting local delivery partners where practical.
- Community Engagement - participating in and resourcing a working group aimed at energising community ownership and use of the Inverness' traffic-free cycle network and any similar groups within the Region as appropriate.
- Mapping - of the existing, proposed and potential active travel network for the HITRANS region.
- Monitoring – accessing and reporting on the cycle data that is collected by Sustrans, HITRANS and its member Local Authorities
- Integration – Helping improve integration across all travel and transport modes by working with local partners and transport operators to improve facilities and information for walking and cycling

- External Funding – explore opportunities for external funding at the Local, Scottish, UK and EU levels.

Job Purpose

1. The post-holder is being recruited for a fixed term to cover a Secondment and will help support this successful partnership. The post-holder will have a remit to support the management of strategic planning, day-to-day operation and co-ordination of active travel projects.
2. The post-holder will join a small team of staff supporting the Partnership and securing the delivery of the priorities set out in the Highlands and Islands Transport Strategy and related Delivery Plan.
3. The post-holder will be responsible for implementing a work programme which will be steered collaboratively by HITRANS Partnership Manager and Sustrans Scotland Partnerships Manager.
4. The post-holder will progress the implementation of priorities identified in HITRANS Active Travel Audits/Masterplans and Regional Active Travel Strategy to help develop cohesive active travel networks across the HITRANS area including detailed multi-year work plan development for capital projects, overall project delivery and oversight, time and budget planning and reporting.
5. The post-holder will oversee and manage the implementation of projects delivered within the Partnership's Active Travel budget. This will involve the coordination of infrastructure projects by HITRANS and ensuring high quality design and best value in funding provided by Sustrans and HITRANS in the area.
6. The post-holder will help support Sustrans work on the National Cycle Network within the area and play a role in taking forward elements of HITRANS vision for a fully integrated active travel network, which includes delivering projects based on community engagement and coordinate behaviour change activities that enhance infrastructure delivery.
7. The post-holder will work closely with other officers who deliver active travel within Regional Transport Partnerships in partnership with Sustrans and Sustrans employees who are embedded within Local Authorities in Scotland

Main Duties

1. The post-holder will report to the HITRANS Partnership Manager on a day to day basis but will also be expected to report directly to Sustrans Scotland Partnerships Manager for those elements of the post which relate directly to Sustrans Scotland including the coordination and implementation of Partnership grant funding, and development of Sustrans work on the National Cycle Network within the area.
2. To provide support in the co-ordination, development and delivery of a detailed infrastructure project work plan including timelines, costs, delivery partners and responsibilities.
3. Working with the HITRANS Partnership Manger on the delivery of the Partnership's operational priorities and business plan.
4. To work closely with the Sustrans team across Scotland to contribute to the promotion and use of the NCN within the HITRANS area. To liaise with different stakeholders on

the NCN routes within the HITRANS area and attend steering group meetings as and when required.

5. To work closely with Sustrans' Research and Monitoring Unit and HITRANS in the development and implementation of a project monitoring and evaluation strategy.
6. To work closely with all HITRANS member local authorities, to plan and develop coherent and well planned active travel networks that build on the recently undertaken Active Travel Audits/masterplans for each main settlement in the area.
7. To support HITRANS and Sustrans team members in co-ordinating the work of Sustrans volunteers and other volunteer groups.
8. To present project updates and outcomes to a variety of audiences including funders as well as conference presentations.
9. To liaise with international partners of similar city and/or town initiatives.
10. To ensure project activities are delivered efficiently, on time and within agreed budgets.
11. To identify economic, funding and innovative solutions to project delivery challenges.
12. To provide regular project progress reports / updates to the Management Board of Sustrans and HITRANS Partnership Advisors and Board.
13. The post-holder will need to maintain effective working relationships with a number of key individuals including:

Within Sustrans Scotland:

- Partnerships Manager, Scotland's Regions
- Partnerships Manager, Scotland's Cities
- Head of Strategic Partnerships
- Routes and Networks Manager
- Network Engagement Manager
- Cycling Development Officer, Marketing & Tourism
- Network Engagement Officer, Business & Tourism
- Project Officer, Community Links (Inverness)
- Project Officer, Community Links PLUS (Inverness)
- National Director
- Programme Co-ordinators, Volunteers
- Research and Monitoring Unit, Edinburgh

Within HITRANS:

- Ranald Robertson, Partnership Director
- Neil MacRae, Partnership Manager
- Frank Roach, Partnership Manager
- Fiona McNally, ICAN Programme Manager, The Highland Council
- Jayne Golding, Projects and Policy Officer

External:

- Scottish Government Sustainable Transport Team
- Local Authority Transport and Access Officers within Argyll and Bute Council, Comhairle nan Eilean Siar, The Highland Council, Moray Council and Orkney Islands Council
- Active Travel Officers within other Regional Transport Partnerships.
- Community groups and partners, consultants, contractors, media and press

- Cycling Scotland
- Paths for All

Corporate and Strategic Responsibilities

1. To support the Partnership Director in leading in the planning and delivery of a range of HITRANS services and supporting Partnership Members in realising vision for the future.
2. To maintain and promote the core values and corporate goals of HITRANS, ensuring that they are communicated effectively to staff and stakeholders.
3. To support Partnership Members in undertaking their roles.
4. To lead, direct and performance manage the projects for which the post-holder has responsibility.
5. To support the building of a valued, confident, developed, empowered and innovative workforce.
6. Support the development and promote effective internal and external partnerships to ensure integration and delivery of HITRANS objectives.
7. To support the formulation of a financial strategy for HITRANS, and ensuring timely reports are produced and financial regulations are adhered to.
8. Ensuring adherence to HITRANS constitution, policies and procedures in respect of specific activities and decisions.
9. Support the Partnership Director in ensuring that the Partnership Members are adequately briefed on all matters of consequence within HITRANS.
10. Support the production and delivery of continuous improvement through service performance planning, monitoring and evaluation and contributing to corporate performance in relation to Best Value.

General Accountabilities

1. To ensure that information received and disseminated, whether verbal, written or electronic concerning fellow employees, prospective employees or service users is treated in the strictest confidence, and that all such information is brought to the attention of the Partnership Director who will ensure it is regulated and controlled in compliance with Data Protection legislation.
2. Uphold and promote Equal Opportunities within HITRANS in service delivery.
3. As HITRANS is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within HITRANS Risk Management Policy.
4. To ensure that their duties and responsibilities are performed in a safe manner so that risk to health and safety for yourself, any other employee or member of the public is minimised.
5. This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

6. Ensuring that you comply with the No Smoking at Work Policy
7. To support and comply with the Policy for the management of Health and Safety of both organisations.
8. To work in accordance with the arrangements described in both organisations' health and safety management systems, including any project or department specific requirements.
9. To carry out other duties in support of Sustrans and HITRANS wider aims and objectives as required.

NOTE: It is anticipated that the successful candidate would commence in post no later than 1 January 2019

PERSON SPECIFICATION

Active Travel Project Officer – Fixed Term

FACTOR		ESSENTIAL		DESIRABLE
Skills and Qualities	E1	Excellent communication and interpersonal skills	D1	Ability to deal with media enquiries.
	E2	Ability to build relationships with project partners, supporters and the general public	D2	Organisation of events
	E3	Excellent presentation and report writing skills	D3	Supervisory skills
	E4	Good organisational skills		
	E5	Ability to be a team player		
	E6	Ability to work independently and make decisions with minimal supervision		
	E7	Ability to use the programmes within the Microsoft Office software package		
Knowledge and	E8	Understanding the distinctive transport	D4	Working with local authorities and

Experience	<p>E9</p> <p>E10</p> <p>E11</p> <p>E12</p> <p>E13</p>	<p>needs in the Highlands and Islands of Scotland.</p> <p>Experience in transport planning/ land use planning / traffic engineering or equivalent with emphasis on planning, design and promotion of cycling and walking or integration with other modes of transport</p> <p>Producing design proposals and outline designs and using statistical analysis to examine and evaluate relevant data</p> <p>Experience of partnership working</p> <p>Experience of project management, including delivery and management budgets</p> <p>Knowledge and understanding of best practice in providing for cyclists and pedestrians in urban and rural environments</p>	<p>D5</p> <p>D6</p> <p>D7</p> <p>D8</p> <p>D9</p> <p>D10</p> <p>D11</p> <p>D12</p>	<p>other public sector bodies</p> <p>Community consultation, outreach and engagement</p> <p>Working with minority and under-represented groups and populations, including children and young people</p> <p>Experience of working with volunteers</p> <p>GIS mapping, AutoCAD and other computer assisted design capabilities</p> <p>Good understanding of the wide benefits of integrated sustainable transport and land use planning, policy and practice</p> <p>Knowledge of national and international best practice in promotion of cycling and walking</p> <p>National Standards for Community Engagement or equivalent</p> <p>Working knowledge of Cycling by Design</p>
Qualifications and Attainments	E14	Educated to degree level or equivalent relevant work related experience		
Other	E15	Committed to sustainable transport and associated wider environmental issues		