

Item:

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Report to Partnership Meeting 15 November 2019

PARTNERSHIP

Staffing

PURPOSE OF REPORT

To seek approval from Members for the recruitment of two Business Support Assistants to provide administrative and financial claims support on project activity.

The first role will be based within Highland Council working on the Inverness City Active Travel Network project with the costs met fully by Highland Council and no budgetary implication on HITRANS. The second will be a fixed term appointment funded from the staffing budget HITRANS have secured across multiple EU projects and will support successful delivery of these projects.

ICATN Project Support Officer

The Highland Council secured £6.5Million from the Community Links Fund for the Inverness City Active Travel Network (ICATN). This ambitious project will strengthen existing infrastructure, improving connections between the city's communities and the city centre, developing seamless and segregated cycle-friendly routes along Millburn Road, Academy Street and the Raigmore Interchange.

To deliver the ICATN project Highland Council have established a Steering Group and Advisory Board. HITRANS previously agreed to the secondment of the Active Travel Officer into the role of ICATN Programme Manager to lead the delivery of the project.

Highland Council have now asked if HITRANS would engage the service of a Business Support Assistant (ICATN). The Highland Council would like to work in partnership with HITRANS to enable the recruitment for this position, for a 2 year fixed term contract. Completing the recruitment process through HITRANS would enable a Project Support Officer to come into post quickly, due to the current council restructuring process and would enable one cost centre to be developed for the drawdown of funds for staff costs working on the programme, given that the Programme Manager is currently on secondment from HITRANS.

The person Specification and Job Description for this post are included as Appendix 1 to this report.

Business Support Assistant (External Funding)

The HITRANS Partnership board at its meeting of 26th April 2019 approved the recruitment of an Administrative Assistant to provide administrative support for HITRANS involvement in a range of European projects, including Interreg ERDF projects and Horizon 2020. This post will involve data inputting and maintaining up-to-date files for each EU project to support the preparation of financial grant claims, budget monitoring and project progress. This role was initially approved on the basis of a short term appointment. However when officers assessed the volume of EU project work that is falling on the Partnership between now and concluding

our North Sea Area INTERREG activity at the end of December 2021 it was felt an appointment to cover this term would be appropriate. HITRANS has EU North Sea Region funding for staff costs amounting to 497,160 Euros across the following projects so there will be no new financial commitment for HITRANS and the staff resource will support delivery of each project:

- SUV
- G-PaTRA
- Stronger Combined
- MOVE

The person Specification and Job Description for the post of Business Support Assistant (External Funding) is included as Appendix 2 to this report. This is still subject to consideration by the HITRANS HR Advisor so the salary is not finalised but an upper end estimate is used to provide an indicative salary. Based on the indicative salary a fixed two year term for the post this role will allow HITRANS to draw down approximately £60,000 of the EU project budget available to us.

RISK REGISTER

RTS Delivery

Impact – Positive

Policy

Impact – Positive

Financial

Impact – Neutral

Equality

Impact – Neutral.

RECOMMENDATION

Members are asked to approve:

1. Note the report.
2. Approve the recruitment of the Project Support Officer (ICATN) as set out above and in Appendix 1
3. Approve the recruitment of the Business Support Assistant (External Funding) as set out above and in Appendix 2. The person specification and job description to be finalised by the Partnership Director with advice from HITRANS HR Advisor at Comhairle nan Eilean Siar.

Report by: Ranald Robertson

Designation: Partnership Director

Date: 4th November 2019

Background papers: Appendix 1 – Project Support Officer (ICATN)

Appendix 2 – Business Support Assistant (External Funding)

Appendix 1 – Project Support Officer (ICATN)



JOB DESCRIPTION

Project Support Officer: ICATN

(Fixed term – 24 months but may be extended)

(Appointment to the post on a secondment basis will be considered)

Based: Inverness, The Highland Council Headquarters

Salary: HC5, £21,166- £23,823

General

The post-holder will provide Administrative Support to the Inverness City Active Travel Network (ICATN) team based in Highland Council, as part of the Transport Planning team, focusing on day to day delivery, and to support the development of the various delivery phases of the ICATN programme.

The post-holder will be responsible for supporting project activity. This will include the preparation of financial claims and reporting, assisting with project timelines for the various project phases. The post holder will support the ICATN Programme Manager and other team members through the preparation and of communication materials, including using the Commonplace website portal and liaising with key communications officers a Sustrans, who are partners within the scheme.

The post-holder will be based in Highland Council offices in Inverness.

The Inverness City Active Travel Network (ICATN) programme is funded through Transport Scotland, via Sustrans Scotland's Community Links PLUS initiative.

Job Purpose

1. The post-holder is being recruited to fill a new position which is being created to support activity of the ICATN programme, in partnership with The Highland Council and HITRANS
2. The post-holder will join a small team of staff working on ICATN to provide business support as part of the delivery of the programme.
3. Responsibility for the preparation of ICATN Project financial claims.
4. Responsibility to support the preparation of a range of mandatory reports, including Partnership board papers, Gantt charts and progress of work reports, and monthly updates for members.
5. Working alongside the Programme Manager and Sustrans Infrastructure Officer to upload content onto the Commonplace portal for community engagement.
6. In delivering these functions the post-holder will be expected to work closely with ICATN

Partners and key stakeholders.

Main Duties

1. The post-holder will report to the ICATN Programme Manager on a day to day basis but will also be expected work closely with the Transport Planning Officer and engage with Sustrans officers as appropriate.
2. Support work streams within the ICATN Programme
3. Working with ICATN programme team on the delivery of operational priorities and progress plan.
4. To ensure post-holder activities are delivered efficiently, on time and within agreed budgets.
5. The post-holder will need to maintain effective working relationships with a number of key individuals including:

Within The Highland Council:

- ICATN Programme Manager
- Transport Planning Officer
- Transport Planning Manager
- Head of Planning

Within HITRANS:

- ICATN Programme Manager
- Partnership Director
- Office Manager

Other External:

- Sustrans Scotland Infrastructure Officer
- Sustrans Scotland Places for Everyone communications officer, as appropriate.

Corporate and Strategic Responsibilities

1. To support the ICATN Programme Manager in leading in the planning and delivery of ICATN programme.

2. To maintain and promote the core values and corporate goals of The Highland Council ensuring that they are communicated effectively to stakeholders.
3. To support ICATN programme team in undertaking their roles.
4. To support the building of a valued, confident, developed, empowered and innovative ICATN Programme team.
5. To support the implementation of a financial strategy for ICATN, ensuring timely quarterly reports are produced and financial regulations are adhered to.
6. Ensuring adherence to The Highland Council constitution, policies and procedures in respect of specific activities and decisions.
7. 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 and The Highland Council 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 the organisations health and safety management systems, including any project or department specific requirements.
9. To carry out other duties in support of The Highland Council and HITRANS wider aims and objectives as required.

PERSON SPECIFICATION – Project Support Officer: ICATN

Based: Inverness

FACTOR		ESSENTIAL		DESIRABLE
Skills and Qualities	E1	Good communication and interpersonal skills.	D1	Ability to deal with telephone enquiries.
	E2	Ability to build relationships with partners, supporters and the general public.	D2	Organisation of events.
	E3	Excellent IT literacy skills.		
	E4	Excellent organisational skills.		
	E5	Ability to be a team player.		
	E6	Ability to work independently and make decisions with minimal supervision.		
	E7	Ability to prioritise workload and meet tight deadlines.		
Knowledge and Experience	E8	Understanding the distinctive transport needs in the Highlands and Islands of Scotland, particularly Inverness.	D3	Working with local authorities and other public sector bodies.
	E9	Experience in financial administration.		
	E10	Experience of working with the Microsoft Office software package and other databases.		
	E11	Project reporting and support experience.		
Qualifications and Attainments	E12	Educated to a HNC or HND level or equivalent work experience.		

Appendix 2 – Business Support Assistant (External F



DRAFT JOB DESCRIPTION

Business Support Assistant: External Funding

(Fixed term – 24 months)

(Appointment to the post on a secondment basis will be considered)

Based: Inverness

Salary: £20,000 to £22,000

General

The post-holder will provide Administrative Support to HITRANS on a range of projects being delivered through funds secured from external bodies including EU sources.

The post-holder will be responsible for supporting project activity. This will include the preparation of financial claims and reporting, assisting with project timelines for the various project phases. The post holder will support the Partnership's team including the Projects and Policy Officer, Partnership manager and Partnership Director and other team members through the preparation and of communication materials, including using the online monitoring systems. The post holder will liaise with the external first level controller on project audits and staff from partner Councils.

The post-holder will be based in HITRANS office in Inverness.

Job Purpose

7. The post-holder is being recruited to fill a new position which is being created to support activity on a number of projects for which HITRANS has secured external funding. These will primarily be EU projects from the North Sea Area programme but duties might extend to other projects
8. The post-holder will join the small HITRANS team of staff to provide business support as part of the delivery of our projects programme.
9. Responsibility for the preparation of financial claims.
10. Responsibility to support the preparation of a range of mandatory reports, including Partnership board papers, Gantt charts and progress of work reports.
11. Working alongside the Projects and Policy Officer to complete reporting in the online monitoring system and electronic management system.
12. Working alongside Public Transport Information Officer to support data inputting to Public Transport Information Database.
13. In delivering these functions the post-holder will be expected to work closely with Partners and key stakeholders.

Main Duties

6. The post-holder will report to the Partnership Manager on a day to day basis but will also be expected work closely with the Projects and Policy Officer, Public Transport Information Officer and Active Travel and engage with Council officers, Project Partners and the EU Joint Technical Secretariat teams as appropriate.
7. Support work streams within the HITRANS Research and Strategy Delivery Programme
8. Working with HITRANS colleagues and EU Project Partners on the delivery of operational priorities and progress.
9. To ensure post-holder activities are delivered efficiently, on time and within agreed budgets.
10. The post-holder will need to maintain effective working relationships with a number of key individuals including:

Within HITRANS:

- Partnership Director
- Office Manager
- Partnership Manager (s)
- Projects and Policy Officer
- Active Travel Officer
- Public Transport Information Officer

External:

- EU Project Partners
- First Level Controller
- HITCOG Officers
- Partnership Advisors

Corporate and Strategic Responsibilities

8. 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.
9. To maintain and promote the core values and corporate goals of HITRANS, ensuring that they are communicated effectively to staff and stakeholders.
10. To support Partnership Members in undertaking their roles.
11. To support EU Partners in undertaking their roles.
12. To support the building of a valued, confident, developed, empowered and innovative Delivery.
13. To support the implementation of a financial strategy for HITRANS and ensuring timely reports are produced and financial regulations are adhered to.
14. Ensuring adherence to HITRANS constitution, policies and procedures in respect of specific activities and decisions.
15. Support the Partnership Director in ensuring that the Partnership Members are adequately

briefed on all matters of consequence within HITRANS.

16. 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

10. 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.
11. Uphold and promote Equal Opportunities within HITRANS in service delivery.
12. 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.
13. 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.
14. 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.
15. Ensuring that you comply with the No Smoking at Work Policy
16. To support and comply with the Policy for the management of Health and Safety of both organisations.
17. To work in accordance with the arrangements described in the organisations health and safety management systems, including any project or department specific requirements.
18. To carry out other duties in support of HITRANS wider aims and objectives as required.

PERSON SPECIFICATION – Business Support Assistant (External Funding)

Based: Inverness

FACTOR		ESSENTIAL		DESIRABLE
Skills and Qualities	E1	Good communication and interpersonal skills.	D1	Ability to deal with telephone enquiries.
	E2	Ability to build relationships with partners, supporters and the general public.	D2	Organisation of events.
	E3	Excellent IT literacy skills.		
	E4	Excellent organisational skills.		
	E5	Ability to be a team player.		
	E6	Ability to work independently and make decisions with minimal supervision.		
	E7	Ability to prioritise workload and meet tight deadlines.		
Knowledge and Experience	E8	Understanding the distinctive transport needs in the Highlands and Islands of Scotland, particularly Inverness.	D3	Working with local authorities and other public sector bodies.
	E9	Experience in financial administration.		
	E10	Experience of working with the Microsoft Office software package and other databases.		
	E11	Project reporting and support experience.		
Qualifications and Attainments	E12	Educated to a HNC or HND level or equivalent work experience.		