

Item:

**19**



## **Report to Partnership Meeting 4 February 2022**

### **PARTNERSHIP**

#### **Staffing**

##### **PURPOSE OF REPORT**

To seek approval from Members for the recruitment of three Project Officers to support delivery of projects and reporting processes for projects that have secured external funding. The roles are:

- Project Officer – Smart Mobility
- Project Officer – Digital and Demand Responsive Transport
- Project Officer – Sustainable Aviation Test Environment

##### **Project Officer – Smart Mobility**

It is proposed to employ a project officer on a fixed term of 18 months to manage delivery and reporting on the ERDF Smart Mobility programme and North West Europe eHUBS project. This staffing cost will be covered by the staff budget available in each programme.

##### ERDF Smart Mobility

HITRANS are partnering with Highland Council on the delivery of the ERDF Smart Cities Smart Mobility programme with a total budget secured by HITRANS of £1M. Projects being delivered by HITRANS are:

Smart Bus Stop Infrastructure (Phase 1 of Programme)  
Real Time Information System Renewal and Digital API Integration (Phase 1 of Programme)  
Fair Exchange (Phase 1 of Programme)  
Variable Ferry Information Signs (Phase 2 of Programme)  
In Vehicle Communication (Phase 2 of Programme)

The Smart Mobility project is live until June 2023 and there is a staff budget with an uncommitted spend of £17,084.58. This remaining spend will attract an ERDF intervention rate of 70%.

##### INTERREG North West Europe eHUBS

The eHUBS project will see Inverness City Region import the European eMobility Hub concept to the Highlands. A Mobility Hub is a recognisable and easily accessible place which integrates different transport modes and supplements them with enhanced facilities, services and information aimed at encouraging more sustainable travel, creating sense of place and improving journeys and travel choices.

eHUBS are planned at the following locations:

- Inverness Rail Station

- Inverness Campus, Beechwood
- Aquadome, Inverness
- Nature Scot, Great Glen House, Leachkin
- Loch Ness Hub, Drumnadrochit
- Raigmore Hospital
- One location from Culloden Academy, Charleston Academy, Balloan Road Shopping Park
- Elgin Rail Station

The eHUBS will incorporate the existing eBike Dock locations at Inverness Rail Station, Great Glen House and Inverness Campus. New eBike Docks will be established through the eHubs project at 3 new locations (from the list detailed above) offering a further 24 electric assist bikes as an extension of the HI-Bike scheme. In addition to the infrastructure funded through this project the Low Carbon Transport and Travel ERDF funding will introduce a further 3 eBike Docking locations in Inverness.

eHUBS funding will fund the following mobility services:

- EV Fast Charger x 2
- EV Car Club Vehicle x 8
- eBike Dock x 3 (see detail above)
- 20 electric Assist Bikes and 3 Docks - £126,000
- 8 eCargo Bikes - £22,000

The eHUBS project staff budget has provision to cover costs of €84k with a 60% intervention. HITRANS officers are in discussion with Transport Scotland who have indicated they are open to covering any shortfall in costs to make up the local contribution to eHUBS meaning the project will be fully funded to HITRANS.

The person Specification and Job Description for this post are included as Appendix 1 to this report. As noted the cost of this post will be fully covered within the budgets for eHUBS and ERDF Smart Mobility.

### **Project Officer – Digital and Demand Responsive Transport**

The Digital Demand Responsive Transport project is reported under item 10 on the agenda.

To support implementation of the DRT app which is being delivered through the recently established HITRANS contract with Liftango it is proposed to appoint a Project Officer on a 2 year contract.

The Project Officer will work with partner Councils to support roll out to demand responsive services throughout the Highlands and Islands. The project officer will also be responsible for the GO-HI MaaS project.

The DRT App project is being funded from the following sources:

- G-PaTRA North Sea Region INTERREG Project
- MaaS Investment Fund
- Scottish Government Islands Team
- Smarter Choices Smarter Places

The person Specification and Job Description for this post are included as Appendix 2 to this report. The staff cost will be fully funded from the Digital DRT programme budget.

As the project has received funding support from the Scottish Government Islands Team it is proposed that this role is advertised on a similar basis to the Scottish Islands Passport project manager where we advertised on the basis of seeking candidates based in an island within the region.

## **Project Officer – SATE 2**

Should the application to the UK Research and Innovation Future Flight Challenge Fund for a second project under the Sustainable Airport Test Environment Project succeed in securing funding HITRANS will be a work package lead and budget has been allocated for resourcing this function. Therefore approval is sought for the recruitment of a Project Officer should the application be approved by UKRI.

The post-holder will coordinate and support the delivery of HITRANS involvement in the Sustainable Aviation Test Environment (SATE) 2 project, ensuring activities are delivered using a 'best practice' project delivery approach, within agreed scope, on time and within budget.

The post-holder will be responsible for leading Work Package 2: Use Case Development. This work package has been designed to ensure activities within the project focus on real-world issues that require solving through the developing technology platforms from SATE 2. These will focus on 5 key themes for use case development:

- Autonomous delivery
- Rapid air transfer
- Rural transit
- Maintenance and inspection
- Intra-city in a rural situation

The post-holder will be responsible for meeting project deliverables and reporting to HITRANS, HIAL, the SATE 2 project team and the UKRI Monitoring Officer.

SATE 2 will see the expansion of the SATE project, led by HIAL, enabling the demonstration and testing of novel aircrafts to meet the ambition for the Highlands and Islands to become the world's first net-zero aviation region. The SATE 2 project is funded by the Innovate UK UKRI Future Flight Challenge, and comprises partners HIAL, Loganair, ZeroAvia, Windracers, FlareBright, EMEC, HITRANS, Arcadis, UHI, Connected Places Catapult, Ampaire, HIE and Orkney Islands Council.

## **RISK REGISTER**

### RTS Delivery

Impact – Positive

Comment – The projects being delivered are among the most innovative and sophisticated of their kind.

### Policy

Impact – Positive

Comment – These roles will secure the development of innovative transport projects.

### Financial

Impact – Neutral

Comment – The roles are fully funded from project budgets.

### Equality

Impact – Positive.

Comment – The projects delivered in the programmes supported by these roles will have a positive impact on transport access.

## **RECOMMENDATION**

Members are asked to approve:

1. Note the report.
2. Approve the recruitment of the Project Officer (Smart Mobility) as set out above and in Appendix 1
3. Approve the recruitment of the Project Officer (Digital and Demand Responsive Transport) as set out above and in Appendix 2.
4. Approve the recruitment of the Project Officer (SATE 2) as set out above and in Appendix 3.

**Report by:** Ranald Robertson

**Designation:** Partnership Director

**Date:** 26<sup>th</sup> January 2022

**Background papers:** Appendix 1 – Project Officer (Smart Mobility)

Appendix 2 – Project Officer (Digital and Demand Responsive Transport)

## Appendix 1 – Project Officer (Smart Mobility)

### PROJECT OFFICER – SMART MOBILITY

Fixed term – 18 months (35 hrs per week)

Based: Inverness (with some travel throughout HITRANS area)

Salary: £27,355 - £30,749 (SCP 49 – SCP 57)

Reports to: HITRANS Projects and Policy Manager

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#### General

The post-holder will coordinate and support the delivery of HITRANS involvement in the Interreg North West Europe project eHUBS, and support HITRANS wider ambitions for Smart Mobility across the HITRANS area through the Smart Cities ERDF project.

The post-holder will be responsible for supporting project activity, including coordinating the launch of 3 or more eHUBS around the city of Inverness, involving electric e-bike hire, shared eCargo bike hire, car clubs, charge point installations and improvements to real time passenger information.

The Project Officer will support project meetings and prepare and disseminate communication materials.

The post-holder will be based at the HITRANS office in Inverness. The project will involve regular travel within the Highlands and Islands, and travel to meet project partners within the Interreg North West Europe Region.

#### Job Purpose

1. The post-holder is being recruited to fill a new position which is being created to support and coordinate activity of the eHUBS project in the Highlands and Islands of Scotland.
2. The post-holder will join a small team of staff supporting HITRANS and partner local authorities in securing the delivery of the priorities set out by the eHUBS Project.
3. Ensure good project management of the eHUBS activities including the overview of all stages involved in the launch of eHUBS in and around Inverness.
4. Responsibility for ensuring compliance of programme guidelines in delivering the projects and that necessary documentation is retained and made available to support the preparation of ERDF financial claims.
5. Responsibility to prepare a range of mandatory reports including Implementation Reports, Annual Reports, Newsletters on behalf of the eHUBS Project supporting the Lead Partner.
6. Provide support to HITRANS associated with delivery of the project, Programme Board meetings, HITRANS Partnership Board meetings, HITRANS Partnership Advisors meetings.
7. In delivering these functions the post-holder will be expected to work closely with fellow eHUBS Partners, HITRANS and Partner Council key stakeholders.

#### Main Duties

1. The post-holder will report to the HITRANS Projects and Policy Manager on a day to day basis but will also be expected to engage with Project Team Members and liaise with the Programme Management Office working closely with all Partners and Stakeholders.
2. Oversee and support HITRANS work streams within the eHUBS Project and adhere to running the project with PRINCE 2 processes.

3. Working with the HITRANS officers on the delivery of the Project operational priorities and business plan.
4. To provide regular progress reports / updates to the HITRANS Partnership Advisors and Board, eHUBS Project Meetings under the terms of the Grant Offer.
5. To support the Projects and Policy Manager and project team members on issues, developments, project updates, work required and project status and reports
6. To ensure post-holder activities are delivered efficiently, on time and within agreed budgets.
7. To represent HITRANS externally in a number of forums on areas relevant to the job purpose as appropriate.
8. The post-holder will be need to maintain effective working relationships with a number of key individuals including:

Within HITRANS:

- Partnership Director, Partnership Manager and Projects and Policy Manager.

Other External:

- The Highland Council
- Transport Scotland
- eHUBS Project Partners
- Suppliers
- Community groups and partners, consultants, contractors, media and press
- Councils undertaking similar activity
- Scottish Government

### **Corporate and Strategic Responsibilities**

1. To support the project partners in leading in the planning and delivery of a range of HITRANS services, and supporting Partnership Members in realising their vision and implementing the Regional Transport Strategy.
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 / Project team Members in undertaking their roles.
4. To lead and performance manage the functions and projects for which the post-holder has responsibility.
5. To support the building of a strong eHUBS project that meets the high level programme objectives and shaping the projects that achieve this aim.
6. Support the development and promote effective internal and external partnerships to ensure integration and delivery of HITRANS and INTERREG / ERDF objectives.
7. To support the formulation of a financial strategy for the programme and ensuring timely reports are produced and financial regulations are adhered to.
8. Ensuring adherence to HITRANS constitution and also HITRANS and ERDF, rules, regulations, 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 the organisations health and safety management systems, including any project or department specific requirements.
9. To carry out other duties in support of HITRANS wider aims and objectives as required.

## PERSON SPECIFICATION - PROJECT OFFICER (Smart Mobility)

(Fixed term – 18 Months)

FACTOR		ESSENTIAL		DESIRABLE
<b>Skills and Qualities</b>	E1	Excellent communication and interpersonal skills.	D1	Ability to deal with media enquiries.
	E2	Ability to build relationships with partners, supporters and the general public.	D2	Experience of public sector procurement
	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.		
<b>Knowledge and Experience</b>	E8	Understanding the distinctive transport needs in the Highlands and Islands of Scotland.	D3	Working with local authorities and other public sector bodies.
	E9	Experience in transport planning, transport operations, sustainable transport, European funding or other relevant work experience.	D4	Good understanding of the wide benefits of integrated sustainable transport and land use planning, policy and practice.
	E10	Experience of working with and managing programmes within the Microsoft Office software package and other databases.		
	E11	Experience of partnership working.		
	E12	Project reporting and support experience.		
<b>Qualifications and Attainments</b>	E13	Educated to degree level or equivalent relevant work related experience.		



## Appendix 2 – Project Officer (Digital & DRT)

### PROJECT OFFICER – DIGITAL & DRT

Fixed term – 24 months

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

Based: Any Island within HITRANS area (Argyll and Bute, Orkney, Western Isles) - with some travel throughout HITRANS area

Salary: £27,355 - £30,749 (SCP 49 – SCP 57)

Reports to: HITRANS Partnership Manager

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#### General

The post-holder will coordinate and support the delivery of the Digital Demand Responsive Transport App and GO-HI Mobility as a Service (MaaS) projects which have secured funding from a range of sources including Scottish Government and EU funding.

The project core activities will have a focus of improving technology in passenger transport so candidates with a grounding in information technology would be welcome although this is not essential as the technical services will be developed by third parties.

The post-holder will be responsible for supporting Project activity and Project Partners in delivering the DRT App project and supporting the GO-HI MaaS Platform. This will include: assisting the implementation of the project programme and helping to assess the feasibility of new projects; and reporting to the Lead Partner and Managing Authority.

The Project Officer will support project meetings and prepare and disseminate communication materials.

Recruitment is promoting remote working and HITRANS would encourage candidates living or looking to relocate to an island within the HITRANS region. This will include the Orkney Islands, Western Isles and islands within Argyll and Bute Council area. Consideration will be given to finding an office base with one of HITRANS Partner Councils if that is an attractive option to potential candidates. The project may involve travel within the Highlands and Islands, beyond to the central belt or to meetings of EU projects.

The post is funded by:

- G-PaTRA North Sea Region INTERREG Project
- MaaS Investment Fund
- Scottish Government Islands Team
- Smarter Choices Smarter Places

#### Job Purpose

8. The post-holder is being recruited to fill a new position which is being created to support and coordinate HITRANS Digital and Demand Responsive Transport project activities.
9. The post-holder will join a small team of staff supporting the Partnership and our partner Councils in the introduction of digital on demand transport booking through an app based solution..
10. Responsibility for the preparation of ERDF and Scottish Government financial claims and consolidating financial claims for submission.
11. Responsibility to prepare a range of mandatory reports including Implementation Reports, Annual Reports, Newsletters.

12. Provide support to HITRANS associated with delivery of Digital DRT, MaaS projects, Programme Board meetings, HITRANS Partnership Board meetings, HITRANS Partnership Advisors meetings.
13. In delivering these functions the post-holder will be expected to work closely with fellow MaaS Investment Fund Partners, EU Project Partners, HITRANS and Partner Council key stakeholders. Therefore knowledge of Demand Responsive Transport and / or Mobility as a Service should be gained and some awareness of this area will be essential from the outset.

### **Main Duties**

9. The post-holder will report to the HITRANS Partnership Manager on a day to day basis but will also be expected to engage with Project Team Members and liaise with the Stronger Combined Lead Partner working closely with all Partners and Stakeholders.
10. Oversee, support and provide operational lead on HITRANS work streams within the DRT / Mass Projects and adhere to running the project in line with project management processes.
11. Working with the HITRANS officers on the delivery of the Project operational priorities and business plan and ensuring key project targets are met.
12. To provide regular progress reports / updates to the HITRANS Partnership Advisors and Board, External Funders under the terms of the Grant Offer.
13. To support the Partnership Director, Manager and project team members on issues, developments, project updates, work required and project status and reports
14. To ensure post-holder activities are delivered efficiently, on time and within agreed budgets.
15. To represent HITRANS externally in a number of forums on areas relevant to the job purpose as appropriate.
16. The post-holder will be need to maintain effective working relationships with a number of key individuals including:

#### Within HITRANS:

- Partnership Director, Partnership Manager and Projects and Policy Manager.

#### Other External:

- Transport Scotland
- Scottish Government Islands Team
- Paths for All
- Liftango
- MaaS Investment Fund Project Partners
- EU Project Partners
- Suppliers.
- Community groups and partners, consultants, contractors, media and press
- Councils/RTPs undertaking similar activity

### **Corporate and Strategic Responsibilities**

11. To support the project partners in leading in the planning and to support the project partners in leading in the planning and delivery of a range of HITRANS services and supporting Partnership Members in realising their vision and implementing the Regional Transport Strategy.

12. To maintain and promote the core values and corporate goals of HITRANS, ensuring that they are communicated effectively to staff and stakeholders.
13. To support Partnership / Project team Members in undertaking their roles.
14. To lead and performance manage the functions and projects for which the post-holder has responsibility.
15. To support the building of a strong MaaS Investment Fund / Stronger Combined project that meets the high level programme objectives and shaping the projects that achieve this aim.
16. Support the development and promote effective internal and external partnerships to ensure integration and delivery of HITRANS, Transport Scotland, Paths for ALL SCSP and INTERREG objectives.
17. To support the formulation of a financial strategy for the programme and ensuring timely reports are produced and financial regulations are adhered to.
18. Ensuring adherence to HITRANS constitution and also HITRANS and ERDF, rules, regulations, policies and procedures in respect of specific activities and decisions.
19. Support the Partnership Director in ensuring that the Partnership Members are adequately briefed on all matters of consequence within HITRANS.
20. 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 the organisations health and safety management systems, including any project or department specific requirements.  
To carry out other duties in support of HITRANS wider aims and objectives as required.

# PERSON SPECIFICATION - PROJECT OFFICER (DIGITAL & DRT)

(Fixed term – 24 Months)

FACTOR		ESSENTIAL		DESIRABLE
<b>Skills and Qualities</b>	E1	Excellent communication and interpersonal skills.	D1	Ability to deal with media enquiries.
	E2	Ability to build relationships with partners, supporters and the general public.	D2	Experience of public sector procurement
	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.		
<b>Knowledge and Experience</b>	E8	Understanding the distinctive transport needs in the Highlands and Islands of Scotland.	D3	Working with local authorities and other public sector bodies.
	E9	Experience in transport planning, transport operations, sustainable transport, European funding, Intelligent Transport Systems or other relevant work experience.	D4	Good understanding of the wide benefits of integrated sustainable transport and land use planning, policy and practice.
	E10	Experience of working with and managing programmes within the Microsoft Office software package and other databases.		
	E11	Experience of partnership working.		
	E12	Project reporting and support experience.		
<b>Qualifications and Attainments</b>	E13	Educated to degree level or equivalent relevant work-related experience.		

## Appendix 3 – Project Officer (SATE)

### PROJECT OFFICER – Sustainable Aviation Test Environment (SATE)

Fixed term – 24 months (35 hrs per week)  
Based: Inverness or Orkney / remote working  
Salary: £26,041 - £29,721 (SCP 49 – SCP 57)  
Reports to: HITRANS Projects and Policy Manager

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#### General

The post-holder will coordinate and support the delivery of HITRANS involvement in the Sustainable Aviation Test Environment (SATE) 2 project, ensuring activities are delivered using a 'best practice' project delivery approach, within agreed scope, on time and within budget.

The post-holder will be responsible for leading Work Package 2: Use Case Development. This work package has been designed to ensure activities within the project focus on real-world issues that require solving through the developing technology platforms from SATE 2. These will focus on 5 key themes for use case development:

- Autonomous delivery
- Rapid air transfer
- Rural transit
- Maintenance and inspection
- Intra-city in a rural situation

The post-holder will be responsible for meeting project deliverables and reporting to HITRANS, HIAL, the SATE 2 project team and the UKRI Monitoring Officer.

SATE 2 will see the expansion of the SATE project, led by HIAL, enabling the demonstration and testing of novel aircrafts to meet the ambition for the Highlands and Islands to become the world's first net-zero aviation region. The SATE 2 project is funded by the Innovate UK UKRI Future Flight Challenge, and comprises partners HIAL, Loganair, ZeroAvia, Windracers, FlareBright, EMEC, HITRANS, Arcadis, UHI, Connected Places Catapult, Ampaire, HIE and Orkney Islands Council.

The post-holder will support project meetings and prepare and disseminate communication materials.

The post-holder will be based either at HITRANS office in Inverness, Orkney, or at a suitable location within parts of the HITRANS area where the SATE 2 project will be delivered. The project will involve regular travel within the Highlands and Islands, particularly to Kirkwall Airport.

#### Job Purpose

14. The post-holder is being recruited to fill a new position which is being created to support and coordinate activity of the SATE 2 project in the Highlands and Islands of Scotland.
15. The post-holder will join a small team of staff supporting HITRANS and SATE project partners in securing the delivery of the priorities set out by the SATE 2 Project.
16. Ensure good project management of the SATE 2 project including overview of all project activities.
17. Responsibility for ensuring compliance of programme guidelines in delivering the projects and that necessary documentation is retained and made available to support the preparation of UKRI financial claims.

18. Responsibility to prepare a range of mandatory reports including Implementation Reports, Annual Reports, Newsletters on behalf of the SATE 2 Project.
19. Provide support to HITRANS associated with delivery of the project, Programme Board meetings, HITRANS Partnership Board meetings, HITRANS Partnership Advisors meetings.
20. In delivering these functions the post-holder will be expected to work closely with fellow SATE 2 Partners, HITRANS and key stakeholders.

### **Main Duties**

17. The post-holder will report to the HITRANS Projects and Policy Manager on a day to day basis but will also be expected to engage with Project Team Members and liaise with the Programme Management Office working closely with all Partners and Stakeholders.
18. Oversee and support HITRANS work streams within the SATE 2 Project and adhere to running the project with PRINCE 2 processes.
19. Working with the HITRANS officers on the delivery of the Project operational priorities and business plan.
20. To provide regular progress reports / updates to the HITRANS Partnership Advisors and Board, SATE 2 Project Meetings under the terms of the Grant Offer.
21. To support the Projects and Policy Manager and project team members on issues, developments, project updates, work required and project status and reports
22. To ensure post-holder activities are delivered efficiently, on time and within agreed budgets.
23. To represent HITRANS externally in a number of forums on areas relevant to the job purpose as appropriate.
24. The post-holder will be need to maintain effective working relationships with a number of key individuals including:

#### Within HITRANS:

- Partnership Director, Partnership Manager and Projects and Policy Manager.

#### Other External:

- HIAL
- Transport Scotland
- SATE 2 Project Partners
- UKRI
- Community groups and partners, consultants, contractors, media and press
- Local Authorities
- Scottish Government

### **Corporate and Strategic Responsibilities**

21. To support the project partners in leading in the planning and delivery of a range of HITRANS services and supporting Partnership Members in realising their vision and implementing the Regional Transport Strategy.
22. To maintain and promote the core values and corporate goals of HITRANS, ensuring that they are communicated effectively to staff and stakeholders.
23. To support Partnership / Project team Members in undertaking their roles.

24. To lead and performance manage the functions and projects for which the post-holder has responsibility.
25. To support the building of a strong SATE 2 project that meets the high level objectives and shaping the projects that achieve this aim.
26. Support the development and promote effective internal and external partnerships to ensure integration and delivery of HITRANS and UKRI objectives.
27. To support the formulation of a financial strategy for the programme and ensuring timely reports are produced and financial regulations are adhered to.
28. Ensuring adherence to HITRANS constitution and also HITRANS and UKRI rules, regulations, policies and procedures in respect of specific activities and decisions.
29. Support the Partnership Director in ensuring that the Partnership Members are adequately briefed on all matters of consequence within HITRANS.
30. 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 the organisations health and safety management systems, including any project or department specific requirements.
9. To carry out other duties in support of HITRANS wider aims and objectives as required.

## PERSON SPECIFICATION - PROJECT OFFICER (SATE)

(Fixed term – 24 Months)

FACTOR		ESSENTIAL		DESIRABLE
<b>Skills and Qualities</b>	E1	Excellent communication and interpersonal skills.	D1	Ability to deal with media enquiries.
	E2	Ability to build relationships with partners, supporters and the general public.	D2	Experience of public sector procurement
	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.		
<b>Knowledge and Experience</b>	E8	Understanding the distinctive transport needs in the Highlands and Islands of Scotland.	D3	Working with local authorities and other public sector bodies.
	E9	Experience in transport planning, transport operations, sustainable transport, European funding or other relevant work experience.	D4	Good understanding of the wide benefits of integrated sustainable transport and land use planning, policy and practice.
	E10	Experience of working with and managing programmes within the Microsoft Office software package and other databases.	D5	Experience of working within the aviation sector
	E11	Experience of partnership working.		
	E12	Project reporting and support experience.		
<b>Qualifications and Attainments</b>	E13	Educated to degree level or equivalent relevant work related experience.		