

PERSON SPECIFICATION

Job Title: Transport Commissioning & Allocation Officer
Directorate & Section/Unit: Transport Commissioning and Logistics Unit/BEC
Salary Grade: Scale 6

EXPERIENCE: (Of delivering outcome/objectives/service improvements etc, not just time served)

It is **essential** that the post holder has:

- Significant experience of working in a multi-disciplinary administrative/financial role within a customer driven service.
- Significant experience of conducting financial and operational negotiations with commercial enterprises
- Significant experience of I.T. within a windows environment and databases.
- Significant experience of working within a transport commissioning and commercially related field.
- Considerable experience of liaising with commercial enterprises on contract performance related matters
- Significant experience of budget management and associated monitoring and reporting
- Considerable experience of working with third sector organisations

It is **desirable** that the post holder has:

- Knowledge of the wide ranging needs of social care and special needs clients.
- Experience of market shaping
- Experience of implementing LEAN processes
- Experience of networking both within and outside Local Government.

KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

- Excellent oral and written negotiation skills.
- The ability to prioritise workloads, work as a team member and when appropriate take responsibility for a decision.
- Good communication skills both written and oral.
- The ability to write complex reports for presentation to Senior management including Director level
- Good interpersonal skills and ability to liaise with outside agencies, contractors and customers.
- Good numerical skills and ability to extract and convey information accurately.
- A good level of I.T. and keyboard skills.
- Ability to Deal with complex and emotive issues on a one to one basis.
- A flexible innovative approach to work.
- The ability to deal with clients and stakeholders in a diplomatic manner, representing the county council
- The ability produce, implement and maintain accurate records complying with our digital council strategy.
- Health & Safety, Risk Assessment and safeguarding knowledge and experience.
- The ability to interpret contractual terms and conditions and apply in a practical situation.

- Excellent attention to detail.

It is **desirable** that the post holder has:

- Knowledge of transport legislation, specifically local taxi licencing and Public Service Vehicle (PSV) licencing
- Awareness all relevant transport legislation

QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

- A Level 5 Qualification such as a HND in a relevant subject such as Business Studies or Finance or equivalent competencies.

It is **desirable** that the post holder has:

- Excellent knowledge of all Microsoft modules to include Excel and Word.
- Evidence of continued professional development.
- A transport related qualification
- A CPC in Passenger Transport

ADDITIONAL INFORMATION

It is **essential** that the post holder has:

- A willingness to adapt to change and be innovative in respect of service delivery.
- A willingness to travel at short notice, within Worcestershire, in the course of employment.
- Focus on continuous improvement.
- A willingness to work outside normal office hours.
- A willingness and flexibility to achieve the team goals within the changing demands of the service.
- A willingness to attend meetings at various locations across the County/UK