

PERSON SPECIFICATION

Bus Reform Technical Officer

All the criteria below, both essential and desirable, will be assessed via your application form; further methods will be used to support this in the interview/selection stage should your application progress. Please refer to this document and the job description when completing your application, giving examples. A re-wording of the criteria listed will not guarantee an interview.

Method of Assessment: S - Scenario, I - Interview, P - Portfolio, T - Test, D – Documents

Qualifications and training

Method of Assessment – D, I

Essential:

- Educated to degree level in transport planning or a related discipline, or equivalent relevant professional experience.
- Evidence of continuing professional development relevant to transport.

Desirable:

- Membership of a relevant professional body (e.g. CIHT, CILT or similar).
- Relevant project or programme management qualification (e.g. PRINCE2 or equivalent).
- Bus Service Commissioning & Operations (BSCO) Practitioner Certificate or similar transport-related qualification

The New GCSE Grading System

- Grades 7-9 are equivalent to the old grades A and A*.
- The bottom of grade 7 aligns with the bottom of grade A.
- Grades 4-6 are equivalent to the old grades B and C.
- The bottom of grade 4 aligns with the bottom of grade C



Experience and knowledge

Method of Assessment – D, I

Essential:

- Experience of delivering transport, infrastructure, or public policy projects involving multiple stakeholders.
- Experience of working with or alongside external partners, including private sector organisations, to deliver agreed outcomes.
- Knowledge of UK public transport policy, including Enhanced Partnerships and/or Bus Service Improvement Plans (BSIPs).
- Understanding of governance, funding, and accountability arrangements within a local authority or similar environment.
- Experience of preparing written reports, briefings or recommendations for senior officers or decision-makers.

Desirable:

- Experience of working in a local authority passenger transport or highways environment.
- Experience of developing or implementing Enhanced Partnerships, BSIPs, or similar statutory or policy frameworks.
- Knowledge of ticketing systems, multi-operator arrangements or public transport revenue models.
- Awareness of accessibility requirements and inclusive transport principles.

Specialist skills and abilities

Method of Assessment – S, I, P

Essential:

- Ability to interpret and apply national policy, statutory guidance and legislation to local delivery.
- Strong analytical skills, with the ability to assess options and develop practical, evidence-based solutions.
- Ability to develop, influence and negotiate outcomes with a range of stakeholders, including those without direct authority.
- Ability to manage multiple workstreams and priorities within a defined timeframe.



- Strong written and verbal communication skills, with the ability to present complex information clearly.

Desirable:

- Ability to develop and implement performance monitoring frameworks and reporting arrangements.
- Experience of working with transport data, performance metrics or funding submissions.
- Understanding of integrated ticketing systems and emerging national initiatives (e.g. contactless and fare capping).

Personal skills and attributes

Method of Assessment – I

Essential:

- Ability to work independently and use professional judgement in a complex and evolving policy environment.
- Strong organisational skills and attention to detail.
- Collaborative approach, with the ability to build effective working relationships across teams and organisations.
- Resilient and adaptable, with the ability to manage change and respond to shifting priorities.
- Commitment to delivering high quality outcomes within agreed timescales.

Desirable:

- Proactive approach to identifying opportunities for service improvement and innovation.
- Confidence in dealing with challenging or sensitive issues in a professional manner.

Decision making impact and innovation

Method of Assessment – I

Essential:

- Ability to make sound, evidence-based recommendations which support strategic decision-making.



- Experience of contributing to decisions that have financial, operational or reputational implications.
- Ability to develop innovative but practical solutions to complex policy and delivery challenges.

Desirable:

- Experience of advising senior officers or Members on complex or sensitive issues.
- Experience of shaping or influencing policy, strategy or service delivery approaches.

Special working conditions

Method of Assessment – I

Essential:

- Ability to work from home on a regular basis, with the requirement to attend your primary work base as and when required.
- Ability to attend meetings across the county and occasionally outside the county, as required.
- During a Pandemic, Epidemic or Major Incident or Emergency you may be asked to work from home or another location and, on occasion, undertake duties that are not stated in your Job Description or Person Specification where there is a skill, competency and experience match.

Desirable:

- Full UK driving licence and access to a vehicle for work purposes.

