

TRANSPORT COMPLIANCE & PAYMENTS COORDINATOR

PAY SCALE	Grade 10, SCP 26
CONTRACT TYPE	Fixed Term – 3 years (36 months)
LOCATION	Hybrid – Working from home and Longden Road Depot, Shrewsbury
CLOSING DATE	Friday 6th November 2026

Our vision is - Shropshire living the best life.

Shropshire Council is a unitary authority which serves the rural county of Shropshire. One of the most important things about working here is the knowledge that you're working to help others and the real sense of achievement and purpose that brings.

The people of Shropshire are rightly proud of their county's assets, its natural beauty, its history, its diverse economy, its vibrant culture.

About the role

Join Shropshire Council's Passenger Transport Group and help ensure the safe, reliable and cost-effective delivery of transport services across one of England's largest rural counties. The team delivers a wide range of passenger transport services including school and college transport, public bus services and transport for vulnerable residents, helping connect people to education, employment, healthcare and essential services.

As Transport Compliance & Payments Coordinator, you will lead the Council's transport compliance, operator performance and payments assurance functions. You will oversee contractor performance, monitor contractual compliance, manage payment assurance processes and identify opportunities to improve value for money across the Council's transport services.

This is an exciting opportunity to shape how transport contracts are monitored and managed, working closely with operators, colleagues and senior managers to drive continuous improvement and ensure high standards of service delivery. You will join a supportive and collaborative team that values professionalism, innovation and customer-focused solutions.

About you

We are looking for an experienced professional with a background in contract compliance, financial assurance, audit, performance management or contract management. You will have experience of analysing data, monitoring performance, identifying risks and working with suppliers or contractors to improve outcomes.

You will be a confident communicator with strong analytical skills and the ability to manage complex issues involving multiple stakeholders. Experience of invoice validation, financial controls, compliance monitoring or auditing processes is essential, alongside the ability to challenge and influence providers in a professional and constructive manner.

You will be organised, resilient and able to balance competing priorities while maintaining a strong focus on governance, value for money and continuous improvement. Experience within local government, transport, public services or regulated environments would be advantageous.

Benefits

We value our employees and offer staff rewards and plenty of opportunities for personal development, apprenticeships and career progression including:

- Generous annual leave commencing at 28 days increasing with service to 33 days (pro rata for part time). With additional annual leave purchase policy.
- Access to a benefits platform with a wide range of retail discounts and salary sacrifice schemes (cars, bikes, AVCs)
- Employer contribution Pension Scheme [Shropshire County Pension Fund](#)
- Supportive carers and parental policies (maternity, paternity, adoption leave, special leave)
- Many opportunities for flexible and agile working, we offer a hybrid model of working to promote flexible working around personal and family commitments.
- Access to counselling and occupational health services
- Staff networks

How to apply

We would love to get to know you more so please give us a call if you would like to discuss this role or our team. You can contact us by emailing richard.davies@shropshire.gov.uk

When you are ready to apply, you will need to complete the online application form detailing what you can bring to the role which is outlined within the job description and how you meet the job requirements within the person specification. We look forward to hearing from you!