

## **JOB DESCRIPTION**

<b>Job title:</b>	<b>Technical Coordinator (England)</b>
<b>Salary range:</b>	<b>£27,050 to £34,183 per annum</b>
<b>Location:</b>	<b>Home Based – South East of England</b>
<b>Reporting to:</b>	<b>Principal Technical Advisor</b>
<b>Management responsibility:</b>	<b>No</b>
<b>Budget responsibility:</b>	<b>No</b>
<b>Hours:</b>	<b>35 hour per week</b>
<b>Contract:</b>	<b>Fixed Term Contract until 31 March 2022</b>

### **MAIN PURPOSE OF JOB**

The Living Streets Technical Coordinator will play a critical role in helping to create environments which support and encourage walking. Main responsibilities will be to provide expert guidance and support to improve the physical street environment for walking and increase walking rates. Through auditing and reviewing streets, and engaging the public the Technical Coordinator will identify a range of large and small-scale physical improvements and develop the case for investment in walking infrastructure. Ensuring strong partnership and policy links will also be essential to maximise our impact. Key partners will include local authorities, regional transport partnerships and public transport operators. The Technical Coordinator will be homebased, with a need to travel regularly within the South East and London, as well as occasional travel to other locations in England and the UK. The Technical Coordinator will also provide support for projects in other parts of the UK. Travel and accommodation costs for these duties will be reimbursed as appropriate.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Community consultation and improving the walking environment**

- Undertake technical assessments of the walking environment, including assessing baseline infrastructure and presenting recommendations for improvements to the walking environment, within the wider placemaking context including settings such as housing estates, town centres and public transport hubs.
- Consult local communities in the design and development of active travel projects, including delivery of Living Streets Community Street Audits and other consultation methods, such as Healthy Streets and Walking Route Audit Tool, where relevant. Undertake discussions on feasibility with engineering and design teams and feed this back to communities to get views and buy-in.
- Where appropriate work with workplaces and schools on route audits and action plans focused on their local walking environment.

- Provide technical knowledge and support to partners on best practice on walking infrastructure, and with support from Living Streets policy experts, undertake scrutiny of schemes during development and delivery to ensure consistency with best practice.

### **Develop and foster best practice for investment in the walking environment**

- Deliver Living Streets involvement in the strategic support programme of Local Cycling and Walking Infrastructure Plans (LCWIP) project, and other government programmes as applicable.
- Respond to partner requests for technical assistance, advising on how high quality walking infrastructure can maximise the benefits to people on foot.
- Contribute to the development of projects and consultancy bids focused on issues including road safety and accessibility for all users of the street.
- Where appropriate scrutinise strategically important proposals for improvements to the walking environment to ensure they support Living Streets policies and priorities.
- Work with the Living Streets' Communications Team to produce case studies showcasing best practice based on the outputs from projects.

### **Ensuring strong strategy and policy links**

- Capture learning and best practice from project work to contribute to future development of Living Streets' policy work.
- Incorporating policy expertise from Living Streets, support the development of active travel policies and strategies (nationally and locally).
- Ensure strong links with local authority priorities (e.g. active travel planning) to maximise the impact of travel plans and other active travel initiatives.
- Ensure strong links between Living Streets' work and relevant national and local policy and legislation.
- At all times work with support from the wider Living Streets team to ensure the identification and fulfilment of active travel schemes fully reflect wider guidance (nationally and locally).

### **Partnership working**

- Liaise with and advise project partners, including operational teams and stakeholder managers, on development of new walking initiatives.
- Contribute to the development of a collaborative voice for active travel through close working and engagement with other relevant NGOs, third sector partners, equalities groups and volunteer groups.
- Champion the voice for walking through strengthening links with local authorities and advising on the development and delivery of active travel interventions.

### **OTHER DUTIES**

- Attend and be an active contributor to Living Streets staff meetings and internal communications.

- Maintain good liaison with teams across Living Streets supporting their knowledge of walking infrastructure and related technical issues.
- Willingness and ability to travel regularly within the South East of England and London and occasionally to other parts of the UK, with some overnight stays.
- Reasonable out of office hours work will be required.
- Undertake other duties which may arise from time to time, as requested by the line manager.
- Deputise for the Principal Technical Advisor in their absence, as appropriate
- Ensure our equal opportunities policy is understood and implemented at all levels.
- Adhere to Living Streets policies and procedures.

## Person Specification

Applicants must be able to demonstrate:

Criteria (all criteria are <b>essential</b> unless otherwise stated)	From application (✓)	At interview (✓)
<b>Experience</b>		
Demonstrable experience of at least one year working as a practitioner in active travel in one or more fields such as street design, transport planning, road safety, or highway engineering	✓	✓
Technical background, including knowledge of relevant guidance, to support Living Streets' capacity to advise on street improvement schemes and respond effectively to design proposals	✓	✓
Working knowledge of key design guidance including e.g. Manual for Streets, TfL Guidance, LTN 1/120 and CIHT Design for Walking.	✓	
Familiarity with key audit tools e.g. Healthy Streets, Walking Route Audit Tool and Place Standard is <b>desirable</b>	✓	
Experience in community engagement e.g. consultations on public realm improvements	✓	✓
Experience of delivering active travel promotion schemes is <b>desirable</b>	✓	✓
Experience of delivering partnership projects, and effective communication with a range of stakeholders.	✓	✓
Project coordination experience including rolling out project plans on time and to budget.	✓	✓
<b>Knowledge and skills</b>		
Good verbal, written and design communication skills, including an ability to engage with diverse audiences and experience of writing reports for public sector clients	✓	✓
Analytical skills including ability to understand complex issues and communicate them effectively, verbally and in writing	✓	✓
Self-motivated and able to work independently as well as a team, with good time management skills	✓	✓
Good IT skills, including Microsoft Word, Excel and Outlook	✓	✓
Knowledge of the structure of transport governance and delivery in England, including London.	✓	✓
A good understanding of equalities and accessibility issues and the needs of people with disabilities in the built environment	✓	✓
Knowledge of technical software such as graphics software, GIS etc to communicate and present concepts is <b>desirable</b>	✓	
	✓	

<b>Personal</b>		
Ability to articulate complex technical issues in an accessible manner.		✓
Ability to utilise input from stakeholders and members of the public to support development of designs and transport plans		✓
Ability to work flexibly, including travel or evening and weekend working	✓	✓
Commitment to equal opportunities and the ability to implement the Living Streets' Equality, Diversity and Inclusion policy	✓	✓
Understanding of, and commitment to, the agenda of Living Streets	✓	✓
Positive, approach to tasks and collaboration	✓	✓