

Job Description

Role Title	Team Assistant, Scottish Transport		
Directorate	Scotland		
Team	Transport		
Line Manager	Assistant Manager, Transport		
New/ Existing Role	Existing		
Perm/ Fixed Term	Fixed term	Grade 5	
Job Purpose	Working with Energy Saving Trust colleagues and other key stakeholders this role supports the successful delivery of the EV Infrastructure programme and wider transport workplan, delivered by Energy Saving Trust on behalf of Transport Scotland.		
Resource Management Responsibilities	Budget/ Equipment Accountabilities None	People (EST) Accountability None	Contractor Accountability None
Critical Accountabilities (between 4-8)	<ul style="list-style-type: none"> • Providing general administrative support on matters relating to the provision of analysis, advice, support and recommendations on any matters associated with the transport workplan as required by Transport Scotland; • Ensuring that all necessary administrative tasks are completed to allow design and delivery of work to be undertaken in accordance with agreed standards; • Liaising with customers and stakeholders throughout the application process; • Processing grant funding applications and payments; keeping records, accounts and information up to date and accurate; • Assisting with the review and improvements to application process and database; • Supporting the wider transport team across a range of programmes when required. • Assisting with programme reporting 		

Competency Requirements	Level 1	Level 2	Level 3	Level 4
Communication, interpersonal and negotiating skills			☒	
Business Sense				☒
Delivering results			☒	
Knowledge and expertise				☒
Customer Focus			☒	
Managing Change				☒
Managing People				☒
Team Working			☒	
Knowledge, skills and qualifications required	<p>Must have:</p> <ul style="list-style-type: none"> • Strong administration skills, including attention to detail, organisation and ability to multitask and prioritise • Experience managing spreadsheets, databases and documents containing large amounts of data; • Experience managing a busy email inbox and a large customer base; • Proven customer service experience including answering enquiries via email and telephone • Computer literacy (Outlook, Word, Excel). 			
	<p>Desirable:</p> <ul style="list-style-type: none"> • Relevant transport/environment sector knowledge and interest • Experience performing administrative tasks to assist in stakeholder engagement and communication; • Experience of the preparation and maintenance of monitoring, assessment and reporting procedures including progress and KPI reports. 			