

Job Description

<b>Role Title</b>	<b>Consultant – Low carbon transport specialist</b>		
<b>Directorate</b>	Transport		
<b>Team</b>	Transport		
<b>Line Manager</b>	Programme Manager – Local Government Support Programme		
<b>Perm/ Fixed Term</b>	Permanent	Grade 3	
<b>Job Purpose</b>	<p>The purpose of this role is to deliver the Local Government Support Programme as a Consultant – Low carbon transport specialist in the Midlands.</p> <p>You will help upskill local authority officers to accelerate the decarbonisation of transport and improvements in air quality.</p> <p>You will build positive relationships with local authorities and provide practical, impartial advice to support the delivery of sustainable transport projects, such as charging infrastructure strategies and travel plans.</p> <p>This includes writing insightful reports, delivering workshops and webinars and follow up support. You will work collaboratively within the LGSP team to meet targets set by the programme funder, the Department for Transport.</p>		
<b>Resource Management Responsibilities</b>	<b>Budget/ Equipment Accountabilities</b> Personal IT equipment	<b>People (EST) Accountability</b> None	<b>Contractor Accountability</b> None

**Critical  
Accountabilities  
(between 4-8)**

**1. Stakeholder relationships**

- Develop productive relationships with LA officers in your region and key stakeholders involved in air quality and sustainable transport.
- Generate interest and buy-in for LGSP reports, workshops and webinars to meet team targets.

**2. Project delivery**

- Deliver tailored reports for multiple LAs drawing on team templates plus your own insight and experience to make high quality, impartial recommendations.
- Confidently deliver workshops and webinars.
- Undertake research to continually improve the quality of advice and meet client needs in a quickly developing sector
- Represent Energy Saving Trust transport team at events and relevant local forums.

**3. Team collaboration and development**

- Proactively support, taking ownership where appropriate, the development of new programme activities (events, webinars, reports, workshops), based on your expertise and demand from local authorities.
- Work flexibility to manage workloads and share skills and knowledge across the team.

**4. Programme reporting**

- Deliver targeted number of reports and workshops to fulfil the requirements of the programme funder
- Contribute to monthly reporting to programme funder
- Support evaluation of programme impact and ensure client satisfaction.

<p><b>Knowledge, skills and qualifications required</b></p>	<p><b>Must have:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of sustainable travel and low carbon transport policy measures, or relevant experience from a related field and a clear motivation to develop this expertise.</li> <li>• Strong interest in electric vehicles and chargepoints.</li> <li>• Relevant experience of working for or with local government or in a consultancy role.</li> <li>• Excellent inter-personal and communications skills, including the ability to write concise reports and confidently deliver presentations, either face-to-face or online.</li> <li>• Effective stakeholder management.</li> <li>• Well organised with excellent prioritisation and project management skills.</li> <li>• A self-starter, able to motivate yourself and others in a remote working situation.</li> <li>• Relevant degree level qualification or equivalent work experience.</li> </ul> <p><b>Other requirements:</b></p> <p>Due to the regional nature of programme delivery, we are recruiting an individual who is home-based within (or very close to) the Midlands.</p> <p>The post will involve some UK travel to attend events, hold workshops and meetings, largely within your region or to support colleagues within England. This may be required up to a few times a month, depending on the lifting of Covid-19 restrictions and remote working practices.</p>
	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Specialist knowledge of electric vehicles and chargepoints</li> <li>• Clear awareness or experience of public sector procurement processes</li> <li>• Experience implementing air quality or low carbon transport policy measures at a local or regional level</li> <li>• Understanding of policy development or strategy implementation in a local or national government context.</li> </ul>