



JOB DESCRIPTION	
Role	Active Travel Officer
Reports to	Transport Strategy & Policy Lead
Direct Reports	None
Directorate	Transport
Department	Transport
Pay Grade & Salary Band (25/26)	9
Job Purpose	
<p>The role will support the CPCA's active travel priorities by delivering small-scale projects, coordinating engagement activities, gathering evidence and supporting the smooth implementation of walking, wheeling and cycling initiatives across the region. It plays a key part in ensuring that strategic ambitions are translated into real outcomes by managing day-to-day tasks, supporting stakeholder relationships and contributing to the monitoring and reporting of transport programmes.</p> <p>The role strengthens the Authority's capacity to deliver its transport priorities by supporting policy development work, helping to organise forums and meetings, and contributing to communications and behaviour-change activities. It supports collaboration with local authorities, partners and communities, ensuring that transport initiatives are well-informed, inclusive and aligned with regional and national expectations.</p>	
Key Responsibilities	
<ul style="list-style-type: none">• Programme Management and Delivery• Support delivery of transport projects and initiatives• Assist with development of active travel policies and plans• Coordinate stakeholder and community engagement activities• Support data collection, monitoring and reporting on active travel outcomes• Contribute to the organisation of the Active Travel Specialist Advisory Board, Active Travel Design Review Panel and related groups• Assist in preparing briefings, reports and communications material• Maintain effective working relationships with partners and local authorities• Support funding research and bid preparation activities• Promote active travel through events, campaigns and outreach• Attend events and conferences• Provide operational support to the Transport Team as required	
PERSON SPECIFICATION	
Qualifications & Knowledge	
<p>Degree in a relevant field such as transport planning, geography, environmental studies, urban planning, public policy, public health, sustainability, or social sciences or 3 years equivalent professional experience.</p> <p>Understanding of active travel, public transport and transport principals - how infrastructure works, what makes routes safe and accessible, and the factors that influence travel behaviour.</p>	

Commented [DT1]: Is this the job title you want



Familiarity with national guidance and standards - LTN 1/20, Manual for Streets, Gear Change and emerging national standards.

Knowledge of behavioural change concepts - how travel choices are influenced by environment, incentives, barriers and stages of change.

Awareness of transport planning and local authority processes - how schemes are developed, consulted on, approved and delivered within a public-sector context.

Understanding of monitoring and evaluation methods - data collection, surveys, route audits, and basic analysis to support reporting and programme monitoring.

Experience

Experience directly related to transport - active travel, planning, public health, behavioural change activities or small-scale project management in relevant field.

Project delivery and coordination - coordinating tasks including planning, tracking progress, supporting reporting.

Stakeholder and relationship - working with local authorities, Members, community groups, schools and/or third-sector organisations. Building positive relationships with a range of stakeholders.

Data, analysis and monitoring - some experience of collecting data, using spreadsheets, presenting data.

Communication and engagement - preparing briefings, reports, presentations or public facing materials. Supporting consultations and responding to resident's queries.

Equality, Diversity and Inclusion - ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.

Ways of Working

Taking ownership of small projects and workstreams - planning tasks, coordinating delivery and ensuring deadlines are met.

Leading engagement activities - facilitating conversations with communities, partners and stakeholders in a confident and informed way.

Demonstrating initiative - identifying issues early, proposing solutions and improving processes within their remit.

Influencing through evidence and communication - presenting data, insights and feedback clearly to help shape decisions.

Supporting collaborative working - helping coordinate meetings, forums and cross-team activities.

Communication

Clear written communication - producing concise reports, briefings, meeting notes and project updates that translate technical or policy information into accessible language.

Confident verbal communication - contributing to meetings, presenting information, and explaining transport concepts to non-specialists.



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& PETERBOROUGH**
COMBINED AUTHORITY

PAUL BRISTOW
MAYOR OF
CAMBRIDGESHIRE
& PETERBOROUGH

Engagement and consultation skills - supporting conversations with communities, schools, local groups and partners, gathering feedback and representing the Combined Authority professionally.

Political awareness - understanding how to communicate appropriately within a public-sector environment, including preparing information for senior officers, committees, elected members and the Mayor.

Digital competence - fully proficient in Outlook, Teams, Microsoft Office and online tools for surveys, mapping, engagement platforms and internal collaboration systems.