

JOB DESCRIPTION

Role Title	Team Assistant, Scottish Transport		
Directorate	Scotland		
Team	Transport		
Line Manager	Programme Manager - Transport Grants and Loans		
New/ Existing Role	New		
Perm/ Fixed Term	Permanent	Grade 5	
Job Purpose	<p>Reporting to the Programme Manager – Transport Grants and Loans, you will be responsible for the day-to-day administrative support for the ChargePlace Scotland programme and wider transport workplan delivered by Energy Saving Trust (EST) on behalf of Transport Scotland.</p> <p>This will include:</p> <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 throughout the application process • Providing support with supplier engagement and customer identification; • Processing grant funding applications and; • Supporting the wider transport team across a range of programmes when required. 		
Resource Management Responsibilities	Budget/ Equipment Accountabilities	People (EST) Accountability	Contractor Accountability
None	None	None	None
Critical Accountabilities (between 4-8)	<p>Work with EST colleagues and other key stakeholders to support the successful delivery of the ChargePlace Scotland programme and wider transport workplan with EST.</p> <p>Provide administrative support to ensure the ChargePlace</p>		

	<p>Scotland programme meets or exceeds agreed KPIs with regard to the total number of installs and budget,</p> <p>Keep records, accounts and information up to date and accurate.</p> <p>Assist in the preparation of creating reports for the Programme Manager – Transport Grants and Loans and the Scottish Government.</p>
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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"> • Experience of: <ul style="list-style-type: none"> ○ performing administrative tasks to assist in stakeholder engagement and communication; ○ managing spreadsheets and documents containing large amounts of information; ○ performing administrative tasks to support a wider team; ○ retaining records appropriately to ensure compliance with an employer's procedures 			

	<p>and national and/or EU legislation;</p> <ul style="list-style-type: none">○ the preparation and maintenance of monitoring, assessment and reporting procedures including progress reports;● Computer literacy (Outlook, Word, Excel).
	<p>Desirable:</p> <ul style="list-style-type: none">● Relevant transport/environment sector knowledge