

POLICY FORUM MEMBER

JOB DESCRIPTION & PERSON SPECIFICATION

(Voluntary position)

1. Background.

- 1.1 Transform Scotland's Policy Forum exists to assist the organisation with policy development that can better influence the policy and spending priorities of government and other organisations, in order to further the development of sustainable transport.
- 1.2 The Policy Forum exists as a committee of the Transform Scotland Board of Directors, and reports to the Board. The Board is responsible for appointments to the Policy Forum, and the membership of the Forum is reviewed by the Board on an annual basis.

2. Main duties.

- 2.1. Provide advice to the Board on transport policy matters.
- 2.2. Provide advice to staff on planned or current activity.
- 2.3. Identify, and if appropriate help develop, discussion papers to inform thinking on emerging issues.
- 2.4. Assist in the preparation of consultation responses, briefing papers, and evidence papers.
- 2.5. Assist the Director and Board as a consultative body on any significant changes in future strategy.
- 2.6. Provide a 'horizon scanning' function, identifying new priorities and, as required, sources of funding to develop activity on these topics.

3. Skills, Knowledge & Experience required.

- 3.1 Knowledge in transport policy and related fields.
- 3.2 Excellent communication skills.

4. Expectations of Policy Forum members.

- 4.1. Attendance at Policy Forum meetings (1 hr duration). These will normally be held four times a year (online), but may be held more frequently as required.
- 4.2. Willingness to respond to requests for input from the Policy Forum convener & from staff members on policy matters.
- 4.3. An interest in proactively developing policy positions for adoption by the organisation.
- 4.4. We would expect an average minimum time commitment from Policy Forum members of two hours per month.

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