

TRANSPORT PLANNING ASSISTANT

Role Profile



Title	Transport Planning Assistant	
Grade	GRADE D	
Reference:	N781	
Reports to:	Planning Technical Support Manager	
Work style Definition	Occasional home worker	
Job Type:	Semi Professional	
Primary purpose of role	To maintain and update the Highway Register, assist with the preparation and administration of Section 278 and Section 38 Agreements, Stopping-Up and Diversion of Highway Orders. Responding to day to day customer enquiries.	
Key accountabilities and key measures	Role outcomes <ul style="list-style-type: none"> ▪ To maintain and update the Highway Register. (35%) ▪ Assist with the preparation and administration of Section 278 and Section 38 Agreements. (30%) ▪ Administer Stopping-Up and Diversion of Highway Orders. (5%) ▪ To process transport and planning correspondence, respond to planning applications and give advice on these issues to customers including the provision of counter duty advice as necessary. (20%) ▪ Assist in the preparation of reports, planning briefs and related strategies as necessary in order to continuously improve service delivery and performance in the Development Management Team. (10%) 	Role measures <ul style="list-style-type: none"> ▪ Highways Registers are kept up to date under Legislative Law. ▪ Successful agreements and adoptions of city roads and highways. ▪ Ensuring the roads improvements can take place. ▪ Ensuring relevant departments obtain the correct information and details of highways within the city. Ensuring that customers obtain the correct advice from their Local Authority ▪ Ensuring that set Government Deadlines are adhered to and that the department meets all of its statutory functions.
Key activities	<ul style="list-style-type: none"> ▪ Maintain and Update the Highways Register using the Idox database system. (45%) ▪ Deal with Highways Searches for internal and external customers. (25%) ▪ Update the Highways Register to be published online. (10%) 	

	<ul style="list-style-type: none"> Produce reports/briefing papers for various sections regarding the status of Highway applications and progress of S278 and S38. (10%) Liaise with Developers of the progress and updates to their applications. (5%) Raise invoices to Developers to ensure the Council received monies due under the S278 and S38 agreements. (5%) Carry out other duties appropriate to the grade of the post.
Essential qualifications/ knowledge	<ul style="list-style-type: none"> 5 GCSEs (Grade A – C) including Maths and English or equivalent qualifications.
Desirable qualifications/ knowledge	<ul style="list-style-type: none"> 2 A Levels or a Transport related qualification Full Driving License IT skills used to maintain databases, create GGP overlays, write delegation reports and provide plans to be approved. Reasonable knowledge of transport and planning legislation Knowledge of Government policy relating to transport, its management and objectives Understanding of development management legislation, procedures and practice in order to work efficiently and without supervision on routine non-application related correspondence. Understanding of the inter-relationships between statutory plans, planning briefs, supplementary planning guidance and other strategies, concepts and principles used in the determining of planning applications. Knowledge of planning applications and the planning process. Knowledge of Microsoft Packages – Excel, Access.
Essential experience	<ul style="list-style-type: none"> Experience of providing technical as well as administrative support in a transport, planning or similar environment. Use of purchasing, debtors and creditors systems to raise orders, invoices and payments.
Desirable experience	<ul style="list-style-type: none"> Experience of working in a team environment Experience of dealing with customers
Essential skills	<ul style="list-style-type: none"> IT skills used to maintain databases, create GGP overlays, write delegation reports and provide plans. Accurate keyboard skills to input information onto the planning databases requiring precision. Planning skills to produce and write schedules of adopted streets; these may generate varied problems which the post holder will interpret and solve. More complex issues would be escalated to Planning Technical Support Manager. Interpersonal and communication skills to respond to enquiries and exchange varied information with a range of audiences, including Elected Members, developers, Council staff and members of the public.

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| | <ul style="list-style-type: none">▪ Ability to use plotting and mapping systems. |
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Corporate standards

- In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.
- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.
- Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.