

TRANSPORT PLANNING OFFICER



Role Profile

Title	Transport Planning Officer
Grade	GRADE E/F/H/I
Reference:	N814
Reports to:	Team Manager (or such officer as delegated to by Team Manager)
Work style Definition	Office based hot-desk/touch down worker
Job Type:	Semi Professional/Professional
Primary purpose of role	<p>To undertake professional transport work in support of the delivery of a high quality city and a customer focused service, including supporting or acting as lead officer in:</p> <ul style="list-style-type: none"> ▪ Developing, monitoring and managing an integrated transport strategy, as part of the wider Local Plan for the city, and set within a regional and sub-regional context. ▪ Developing, monitoring and managing delivery and action plans, including the Local Transport Plan, to secure delivery of the Local Plan and sustainable growth. ▪ Promoting and putting in place funded programmes for the delivery of transport priorities, including attracting funding from external funding sources. ▪ The post holder will help to ensure maximum potential is realised across complex and evolving European and UK Government legislation. ▪ Project management, preparation, submission and the delivery of Major Scheme Business Cases and other major scheme projects. ▪ To evaluate and process planning and other applications for development in relation to highway and transport matters ▪ Determining the transport impacts/requirements associated with the delivery of new development and regeneration projects in the City, and dealing with transport and highway works implementation issues arising from development and regeneration including Section 278 and Section 38 Agreements, Section 106 Agreements, Stopping Up and Diversion of Highway Orders. ▪ Delivering transport smarter choices including walking, cycling and travel planning, with other council services and external consultants. <p>The balance of these functions will depend on which team the post holder is located and the overall priorities of the department; although the post is designed to offer maximum flexibility in the deployment of staff resources in order to meet evolving business needs and offer staff development opportunities.</p> <p>The role holder has no formal management responsibilities but may be given delegated responsibility for the management, supervision and mentoring of more junior staff.</p>

	This role profile relates to career grades E, F, H I. The baseline position (Grade E) outlines the core attributes of the role, whilst higher levels describe <u>additional</u> tasks and responsibilities regularly carried out by post holders.	
Key accountabilities and key measures	Role Outcomes	
	Grade E	Grade F
	<ul style="list-style-type: none"> ▪ Prepare reports and oversee the implementation of non-complex work packages under the direction of the Manager (5%) ▪ Assist in the day to day management, co-ordination and delivery of transport projects (10%) ▪ Assist in preparing reports for Cabinet, Scrutiny and Inquiries on transport issues (5%) ▪ Assist in managing consultants and contractors to undertake feasibility studies, technical surveys, and environmental studies and transport planning studies (5%) ▪ Undertake evaluation and analysis of survey and other data in order to evidence strategies and funding bids. (5%) ▪ Project manage the development and delivery of discrete work packages (5%) ▪ Prepares reports and material for public consultation exercises (2%) ▪ Take a lead role in roadshows and community events (3%) ▪ Undertakes the interpretation and application of data collated to develop Transport Projects. Understand and interpret outputs from specialist transport planning modelling software packages (5%) ▪ Assists with the initiation, undertaking or commissioning of technical surveys, studies and other research, including where appropriate collating, analysing and evaluating data (10%) ▪ Identification and collation of all necessary data to ensure that transport project submissions are based on sound evidence and may 	<ul style="list-style-type: none"> ▪ Prepares inputs to the Local Transport Plan and other transport strategy documents (13%) ▪ Undertakes transport planning and policy work to secure positive and integrated planning outcomes, taking into account new developments in technology and legislation. (5%) ▪ Undertake and commission various forms of data collection, research and modelling to gain evidence for the City's Transport Plans. (20%) ▪ To co-ordinate transport events such as Sky-Ride (2%) ▪ Be responsible for a small group or Team of people when carrying out roadside interviews and developing plans (5%) ▪ Attends to correspondence and enquiries of a more complex nature (15%) ▪ Evaluates minor planning applications, presenting these applications at Planning Committee where necessary and preparing the Council's case for planning appeals (15%) ▪ Provides pre-planning application advice on more complex minor planning applications (10%) ▪ Organise surveys and consultation exercises (5%) ▪ Develop and produce promotional material and merchandising (5%) ▪ Manage and implement grant funded and other externally funded projects (5%)

	<p>require the carrying out of site inspections (5%)</p> <ul style="list-style-type: none"> ▪ Upload web based material (3%) ▪ Maintain financial, project and other records for a considerable budget. (5%) ▪ Raise requisitions, raise payment requests using the Debtors System for financial contributions from third parties and process payment of invoices up to £70K and monitor spend on consultants up to £950K (2%) ▪ Assist in preparing quarterly claims to Government and other agencies by collating supporting evidence (2%) ▪ Responsible for producing project documents, including tender documents, briefing documents and committee reports to be approved by a more senior officer (5%) ▪ Assists with the planning and implementation of public consultation initiatives (2%) ▪ Assists with the monitoring, review and testing of policies and strategies (2%) ▪ Assists with the preparation of the Council's case for informal hearings and public inquiries (2%) ▪ Responds to correspondence and enquiries related to the work of the Service with support from more senior staff (5%) ▪ Prepares research reports and material for public consultation exercises as directed (2%) ▪ Prepare planning briefs, supplementary planning guidance and other plans as directed. (2%) ▪ Contributes to achieving agreed service targets and customer service standards (2%) ▪ Ensure that communications with stakeholders are effective and that structured reporting in both timely 	
--	--	--

	<p>and focussed delivering information clearly and concisely. (2%)</p> <ul style="list-style-type: none"> ▪ Assist in the development and planning of the sustainable remit for the Authority, working in tandem with bordering authorities to maximise effectiveness. (2%) ▪ Attend to correspondence of a reasonably complex nature (2%) 	
	Grade H	Grade I
	<ul style="list-style-type: none"> ▪ Attends as expert witness at public inquiries, informal hearings, independent examinations, Examinations in Public and other such hearings as appropriate to represent the Council's case (2%) ▪ Attends to sensitive or contentious correspondence on behalf of the Manager or more senior staff as directed (7%) ▪ Commissioning and management of consultants and contractors to undertake feasibility studies, technical surveys, transport modelling studies and transport planning studies (7%) ▪ Financial responsibility of up to £150K for the procurements of professional consultancy services (3%) ▪ Provide transport input for the Council's Local Plan (2%) ▪ Supports delivery of Major Transport Scheme Business Cases to ensure delivery of planned growth in homes and jobs (15%) ▪ Co-ordinating funding bid submissions and initiating new partnership initiatives (7%) ▪ Provides inputs into major planning applications development proposals providing solutions, studies, analysis and enquiries which achieve sustainable and safe developments (15%) ▪ Ensures that transport issues are incorporated into spatial planning 	<ul style="list-style-type: none"> ▪ Supports the Manager in the operational management of the team as appropriate, helping to ensure that the team is managed appropriately, the resources of the team are allocated to meet its overall work targets and that the team operates within corporate policies. (10%) ▪ Leads the development and implementation of transport policies and strategy (5%) ▪ Leads on the delivery of Major Transport Schemes, including community and stakeholder consultation, options appraisal submissions, assessment specification submissions and business cases for the purposes of supporting funding bids, gaining landowner agreements, formalising delivery partnerships, commissioning and contractual arrangements preparation of progress and monitoring reports (15%) ▪ Drives the delivery of transport projects through partnership co-ordination (7%) ▪ Exercises initiative when potential funding opportunities emerge to help fund schemes (2%) ▪ Ensures that projects deliver strategic objectives by identifying project priorities and delivery methods (5%) ▪ Represents and proactively develops regional and sub-regional relationships that drive forward

	<p>policies to support growth agenda (2%)</p> <ul style="list-style-type: none"> ▪ Promotes awareness of the City's transport planning policies and sustainable transport messages amongst key stakeholders and wider community (2%) ▪ Advises on the application of transport policies, in order to support the implementation of policy through the planning application process (2%) ▪ Ensures that all of the Council's transport and spatial planning policies are soundly based on evidence and also that appropriate monitoring and review regimes are in place (2%) ▪ Contributes to the development of strategies of other services and partners, liaison with adjoining authorities and other agencies to ensure, where possible, so that neighbouring strategies and initiatives are properly integrated with those being pursued in the city. (2%) ▪ Prepare Major Scheme/Large Local Majors/Major Road Network documentation in accordance with LTB/DfT requirements (2%) ▪ Ensure that Major Scheme/Large Local major/Major Road Network submissions are based on sound evidence (2%) ▪ Deliver internal and external business cases to support the organisation's business needs. (2%) ▪ Project management and co-ordination of the delivery of major scheme work packages utilising project management principles (2%) ▪ Identify and manage projects funded from capital, revenue, developer and other sources to support LTP objectives (2%) ▪ Take a lead in the delivery of Compulsory Purchase Orders and other legal processes relating to the 	<p>transport policy, strategy and delivery of schemes (2%)</p> <ul style="list-style-type: none"> ▪ Manages the development and procurement required to provide the evidence base to support scheme delivery (5%) ▪ Leads the reporting of project budgets to external funders and organisations (5%) ▪ Develops and maintains good relationships with elected members, colleagues and outside agencies (5%) ▪ Process the most significant and contentious planning applications (10%) ▪ Provide input to strategic modelling work undertaken in respect of providing a sound evidence base to support future transport schemes/initiatives (5%) ▪ Audit the submission of technical engineering specifications and drawings submitted in support of new development-led highway infrastructure works (2%) ▪ Consultation with other specialist service providers within the Council along with developer and/or their technical agents and the Authority's legal representatives in terms of drafting Legal Agreements (2%) ▪ Develop and sustain effective working relationships/partnerships with Government Organisations such as the Highways Agency, developers and neighbouring authorities to enable delivery of sustainable new developments (10%) ▪ Attend to sensitive or contentious correspondence on relating to the Strategic Planning and Infrastructure Service (10%)
--	---	--

	<p>acquisition of land in support of major schemes (2%)</p> <ul style="list-style-type: none"> ▪ Lead on the Council's case for formal and informal hearings and public inquiries and attend to present evidence as expert witness (2%) ▪ Review and agree scheme design to assess suitability in relation to meeting project aims and objectives (2%) ▪ Support implementation of client duties under CDM regulations (2%) ▪ Implement the Council's public transport objectives (2%) ▪ Attend to complex and non-standard correspondence or queries including requests from the public on Data Protection and Fols relating to transport matters (2%) ▪ Processing and analysing significantly complex and contentious planning applications including conducting of negotiations and liaison with applicants, their professional advisors and advising elected members where appropriate in order to secure community benefits (2%) ▪ Act as principal point of contact when processing major development proposals (2%) ▪ Carry out research, analyse information and prepare reports and other material for public inquiries and/or planning appeals and public consultation exercises. (2%) ▪ Prepare, determine and co-ordinate all requirements through to completion in respect of Section 278, Section 106 and Section 38 Agreements (2%) 	
	Role Measures	
	Grade E	Grade F
	<ul style="list-style-type: none"> ▪ Quality of transport planning advice against established policy and good practice. ▪ Quality of transport planning products delivered. 	<ul style="list-style-type: none"> ▪ Quality of transport planning advice against established policy and good practice. ▪ Quality of transport planning products delivered.

	<ul style="list-style-type: none"> ▪ Timeliness of work in relation to business plan and work programme. ▪ Customer focus, meeting the standards set out in corporate and SP&I policy. 	<ul style="list-style-type: none"> ▪ Timeliness of work in relation to business plan and work programme. ▪ Customer focus, meeting the standards set out in corporate and SP&I policy.
	Grade H	Grade I
	<ul style="list-style-type: none"> ▪ Quality of transport planning advice against established policy and good practice. ▪ Quality of transport planning products delivered. ▪ Timeliness of work in relation to business plan and work programme. ▪ Customer focus, meeting the standards set out in corporate and SP&I policy. 	<ul style="list-style-type: none"> ▪ Quality of transport planning advice against established policy and good practice. ▪ Quality of transport planning products delivered. ▪ Timeliness of work in relation to business plan and work programme. ▪ Customer focus, meeting the standards set out in corporate and SP&I policy.
Key activities	Grade E	Grade F
	<ul style="list-style-type: none"> ▪ There are recognised, laid-down procedures covering some of the main activities, tasks and duties of this job, which allow room for interpretation and initiative. (40%) ▪ There is also considerable scope for the post holder to use their initiative and manage projects independently (20%) ▪ Work is allocated to the post holder by the Manager (10%) ▪ Prioritises and manages own workload according to set deadlines (15%) ▪ Responds independently to simple or varied problems and approaches Manager for guidance on more complex queries or difficult problems (15%) 	<ul style="list-style-type: none"> ▪ Receives guidance from the appropriate Managers at key stages, but will prioritise own workload and have a large degree of autonomy when dealing with all aspects of planning (40%) ▪ Exercises own initiative and makes frequent decisions without consulting more senior officers or managers (20%) ▪ The post holder works within established transport policies finding solutions to objectives reflecting the individual nature of each planning application or work item. (40%)
	Grade H	Grade I
	<ul style="list-style-type: none"> ▪ Has access to the Manager for advice and guidance on serious and more contentious issues (10%) ▪ Mainly works independently within national and local transport legislation (20%) 	<ul style="list-style-type: none"> ▪ Manage their own work load against the pressure of proactive and reactive project tasks (20%) ▪ Leads and supports a range of partnership projects and decisions having to be made against a backdrop of diverse stakeholder views and priorities (10%)

	<ul style="list-style-type: none"> ▪ Gives advice and guidance on more complex queries and difficult problems to more junior staff (10%) ▪ Day to day supervision of more junior staff as agreed with Manager (15%) ▪ Manages consultants and contract staff as required including modelling requirements to support the development of strategies and initiatives. (5%) ▪ Required to organise and develop modelling capacity to enable appraisals to meet webtag guidance as specified by the Local Transport Body (5%) ▪ To manage sub-studies such as Flood Risk Assessment, Strategic Environmental Assessments and Environmental Impact Assessments (5%) ▪ Work targets are agreed on an individual basis and reviewed periodically (5%) ▪ May be required to deputise for the Manager or more senior staff on occasion (10%) ▪ Requires an awareness of wider issues affecting and being affected by transport and interpreting Government policy and guidance while responding to changes in legislation and reacting to these changes to inform local policy (5%) ▪ Working with partner organisations and other Local Authorities including liaison with the Highways Agency and other public bodies and 3rd parties. (10%) 	<ul style="list-style-type: none"> ▪ Sits on a range of internal and external steering groups subject to managerial direction. (5%) ▪ Opportunity to seek guidance from the Manager when required. (10%) ▪ Works within established procedures, standards and practice, with the requirement for the role to create some best practice in the context of new legislation and current thinking. (10%) ▪ Make decisions to request substantial funding for improvements (5%) ▪ Mitigation measures, making recommendations on behalf of the Transport Portfolio Holder in respect of issues or matters arising and relating to statutory instruments as defined in the Highways Act 1980 along with the adoption/extinguishment of areas of highway. (10%) ▪ Progress is measured against agreed objective and targets (5%) ▪ Responsible for financial decisions in relation to project revenue budget of more than £60K and providing recommendations to the project board for capital programmes of up to £2m (5%) ▪ Acts as a mentor to more junior staff, providing advice, guidance and quality assurance on more complex issues and tasks (10%) ▪ Regularly expected to substitute for the Manager. (10%)
Essential qualifications/ knowledge	Grade E	Grade F
	<ul style="list-style-type: none"> ▪ Knowledge of key sustainable transport regulations and Government policies relating to sustainable transport management and objectives ▪ Demonstrable understanding of Transport Assessments, detailed 	<ul style="list-style-type: none"> ▪ 2 'A' levels or equivalent qualification OR Transport related qualification OR Extensive relevant experience in a transport environment

	highway infrastructure design standards, environmental audit processes and procedures.	
	Grade H	Grade I
	<ul style="list-style-type: none"> ▪ Degree (transport related) or equivalent or demonstrable experience working in transport planning ▪ A member of the Chartered Institute of Highways and Transportation, Chartered Institute of Logistics and Transport, Royal Town Planning Institute or other appropriate professional institute, or required to start the process of applying for and working towards such membership within 6 months of your start date for the post ▪ Knowledge and experience of project management methodology and techniques ▪ Understanding of Government legislation guidance and policy ▪ Knowledge of local policy documents and local policy issues ▪ Understanding the content and how to question model validation reports ▪ Thorough working knowledge and understanding of development control and Highway Act legislation procedures and practice ▪ Extensive knowledge of development control and Highway Act legislation, procedures and practice. 	<ul style="list-style-type: none"> ▪ Degree (transport related) or equivalent or demonstrable experience working in transport planning ▪ A member of the Chartered Institute of Highways and Transportation, Chartered Institute of Logistics and Transport, Royal Town Planning Institute or other appropriate professional institute, or required to start the process of applying for and working towards such membership within 6 months of your start date for the post ▪ Knowledge and experience of project management methodology and techniques ▪ Understanding of Government legislation guidance and policy ▪ Knowledge of local policy documents and local policy issues ▪ Understanding the content and how to question model validation reports ▪ Thorough working knowledge and understanding of development control and Highway Act legislation procedures and practice ▪ Extensive knowledge of development control and Highway Act legislation, procedures and practice.
Desirable qualifications/ knowledge	Grade E	Grade F
	<ul style="list-style-type: none"> ▪ Degree or equivalent in a related discipline ▪ Project Management qualification (e.g. PRINCE2) or project development experience ▪ Full driving license ▪ Knowledge and preparation of Transport Project Bids ▪ Knowledge of Transport and or Planning Policy 	<ul style="list-style-type: none"> ▪ Degree or equivalent qualification in a relevant discipline ▪ Membership, or eligibility for membership, of an appropriate professional institute ▪ Knowledge of Transport Act 1985/2000 and 2008 ▪ Section 106 contributions and internal S106 processes

	<ul style="list-style-type: none"> ▪ Planning legislation in relation to transport ▪ Keyboarding and ICT skills including management of databases. ▪ Knowledge of transport policy and wider planning issues ▪ Knowledge and/or experience of setting and reviewing performance to deliver a high quality service ▪ Knowledge of the Council's policy making and budget setting processes 	<ul style="list-style-type: none"> ▪ Government policy relating to public transport management and objectives
	Grade H	Grade I
		<ul style="list-style-type: none"> ▪ Post-graduate qualification e.g. a Master's degree or a professional qualification such as Transport Planning Professional
Essential experience	Grade E	Grade F
	<ul style="list-style-type: none"> ▪ Reasonable experience and knowledge of sustainable transport or transport planning, travel planning, cycling and walking initiatives and objectives 	<ul style="list-style-type: none"> ▪ Experience of developing and sustaining good relationships and working with external organisations, elected members, land owners, members of the public and development interests
	Grade H	Grade I
	<ul style="list-style-type: none"> ▪ Experience of preparing and / or presenting evidence for public inquiries and other hearings ▪ Commitment to actively promote corporate working and support for corporate initiatives ▪ A political awareness relating to the job ▪ Experience and understanding the principles of micro and macro transport modelling ▪ Experience of data collection and analysis techniques 	<ul style="list-style-type: none"> ▪ Political sensitivity and awareness including experience of working closely with and providing advice to elected members and management on a formal and informal basis ▪ Significant experience of project management at a senior level in transport planning or a related discipline ▪ Demonstrable experience of managing and working with multiple partners, agencies and contractors in the delivery of complex programmes of work ▪ Demonstrable experience of communicating to diverse audiences through different media including written and oral presentations

		<ul style="list-style-type: none"> ▪ Track record of successful partnership and project management ▪ Commitment to actively promote corporate working and support for corporate initiatives ▪ Extensive experience and knowledge of: reviewing output from transport models, Transport and Planning Legislation, interpreting and assessing engineering drawings/specifications for new developments and highway infrastructure
Desirable experience	Grade E	Grade F
	<ul style="list-style-type: none"> ▪ Effective community consultation and communicating to the public ▪ Preparation and submission of financial bids ▪ Preparing evidence for public and other inquiries ▪ Experience of interdisciplinary working. ▪ Evidence of contractual preparation and delivery. 	<ul style="list-style-type: none"> ▪ Demonstrable experience of either transport and/or a related discipline ▪ Previous experience of transport or sustainable transport development
	Grade H	Grade I
	<ul style="list-style-type: none"> ▪ Extensive experience of either public transport, transport planning and/or related discipline ▪ Experience of partnership working with a range of external agencies and organisations 	<ul style="list-style-type: none"> ▪ Line management experience, experience and experience of managing and monitoring budgets ▪ Track record of successfully working in an external funding field
Essential skills	Grade E	Grade F
	<ul style="list-style-type: none"> ▪ IT skills with some demand for precision when report writing and daily correspondence. ▪ Developed oral and written communication skills to exchange sensitive or complicated information with a range of audiences ▪ Developed advisory and guiding skills ▪ Ability to use plotting and mapping systems ▪ Problem solving skills, using analytical techniques and own 	<ul style="list-style-type: none"> ▪ Ability to respond to complex information and situations ▪ Research and data analysis skills in order to: find relevant information (e.g. using web-based skills), collect relevant evidence to inform the development of policies and interpret evidence ▪ Advanced customer care skills to deal with contentious and sensitive issues in a customer focused way

	<p>judgement to respond to varied problems</p> <ul style="list-style-type: none"> ▪ Ability to plan events / activities up to a month in advance ▪ Ability to develop and maintain effective and productive working relationships across the Council and with external stakeholders ▪ Customer care skills to deliver an excellent service to customers ▪ Time management skills to prioritise work appropriately, be punctual and meet deadlines. 	
	Grade H	Grade I
	<ul style="list-style-type: none"> ▪ Ability to prepare briefs and interpret modelling outputs ▪ Analytical and problem solving skills to take on the more complex cases and to process, interpret, evaluate and apply a wide range of complex data streams, social and financial inputs and valued judgements ▪ Organisational and project management skills ▪ Developed interpersonal skills to work in partnership with bus and rail operators, stakeholders, elected members and other local authorities and the police. ▪ Strong interpersonal and communication skills for negotiation, influencing while interacting with elected members, applicants and other internal and external stakeholders. 	<ul style="list-style-type: none"> ▪ Ability to define, develop and manage multiple projects including identifying opportunities, gaining support for ideas, progressing initiatives and delivering within time and on budget ▪ Highly developed interpersonal and communication skills for negotiation, influencing while interacting with elected members, applicants and other internal and external stakeholders. ▪ Ability to exchange information about the planning process and how it relates to the City's corporate "vision". The post holder will be an expert witness for the Council in court situations and inquiries Personal qualities of leadership, drive and enthusiasm including innovation, team organisation and motivation, effective communication, advocacy, and negotiating skills ▪ Ability to directly line manages staff and manage complex work programmes in a deputy role for the Team Leader. ▪ Analytical and decision-making skills and an innovative and creative approach to problem solving to identify radical alternatives to current thinking ▪ Long periods of concentration required such as when studying modelling outputs, writing subsequent reports for project boards or senior management.

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.