



JOB TITLE:	Principal Transport Planner		
GRADE:	G11	SERVICE AREA:	Highways & Transport
JOB CODE:	EE168PRING11		
REPORTS TO:	Strategic Transport Manager, or other senior management as necessary	LOCATION:	Civic Centre
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> Political activities of the postholder are restricted under the Local Government and Housing Act 1989 Attendance at Committees and other public meetings, including occasional evening and weekend working may be required This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers. 		

At Walsall Council, we believe that people are at the heart of everything we do. In our work, the way we listen and respond to our customers and colleagues will determine the way we grow and bring Council's vision to life. To succeed, we must push the boundaries of customer service and added value - outstanding is the new standard and the new routine. Using evidence-based insight into solving problems, managers will create an environment that provides opportunities for all individuals and communities to fulfil their potential. As leaders of people, managers will:

- Work collaboratively to develop strong working relationships and provide a bridge between the council and the communities it serves;*
- Embrace change and strive for improvement continuously;*
- Provide value for money to ensure services are delivered in a timely fashion, combining sustainability with quality;*
- Challenge the status quo, enable and empower, act with integrity.*
- Together, they will deliver services that the people of Walsall will be proud of.*

1. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.

- Through personal commitment and clear action, the post-holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support / develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

2. Main purpose of the job role:

Play a lead role and take responsibility for the management and the delivery of defined services within the Strategic Transport function, including:-

- Providing day-to-day direction, guidance and supervision to a team of officers
- To deputise for the Strategic Transport Manager, in representing the Council's interests at national, regional and sub-regional levels
- Understanding the demand for transport capital interventions and improved transport services within the borough
- Designing, delivering and managing activity to meet the identified transport needs of the borough
- Producing reports and strategies which will guide the work of the Highways & Transport service and its key partners
- Working with, and co-ordinating the activities of, key internal and external partners to maximise their contributions and actions in support of the interventions and services required

3. Role specific duties and accountabilities: *please refer to [role of the manager](#) detail or advice & guidance document*

To contribute effectively to the management and performance of the Strategic Transport Team in carrying out the following activities

Horizon Scanning

- To lead the development of a Transport Strategy for the borough, and its subsequent monitoring
- Overseeing and / or commissioning feasibility studies for transport schemes
- Directing concept design and / or preliminary design of transport schemes
- Development of major transport schemes, including business case preparation
- Co-ordinate evaluation of the impact of local, regional and national transport projects or policies
- Liaise with outside agencies and other council services involved in infrastructure and environmental improvements

Leading People

- Project management – overseeing all aspects of individual project development and delivery
- Leading and working with officers and consultants to develop and apply transport models of individual junctions; area wide networks; and multi-modal transportation studies

- Leading on public and stakeholder consultation exercises relating to projects and programmes in the Strategic Transport Team

Managing Resources

- Preparing reports (and relevant supporting data) and presenting information to Council Committees, Members' Working Groups, and Senior Management
- Leading on the project and programme management for schemes under the post holders control
- Appointment and management of consulting engineers and / or other external advisers in support of transport scheme development
- Preparing bids for financial support for highway and public transport improvement proposals
- Leading on and providing input to the preparation of statutory documents, strategies and guidance information that the Council is responsible for preparing or contributing to, e.g. the Council's Local Development Framework
- Overseeing and / or commissioning transportation and traffic management surveys

Managing Performance

- Help review the performance and processes of the team, particularly in support of the West Midlands Strategic Transport Plan objectives and their contribution to achievement of corporate objectives
- Ensuring that statutory procedures, appropriate guidance information and good practice are used to maximise effectiveness of schemes and programmes developed by the team

Managing Self

- Leading on the project and programme management for schemes under the post holders control
- To control expenditure on those parts of the capital and revenue programme for which the post holder is responsible and to ensure that such expenditure is accounted for as directed
- To deal with general correspondence and enquiries concerned with the work of the Strategic Transport team
- To represent the Strategic Transport team at meetings, including Council Committees, Black Country Local Enterprise Partnership meetings, and other meetings with internal / external partners in respect of matters for which the post holder is responsible
- To assist the Strategic Transport Manager in other elements of the work of the team, as directed



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Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form =A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: <i>refer to corporate behaviours document</i>		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	I	3
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	I	3
Abilities/Skills: (refer to JE guidance document)		
Experience of developing and managing transport projects	A/I	3
Knowledge and experience of development of major transport schemes, e.g. business case development	A/I	3
Experience of managing feasibility studies and preliminary design of transport schemes	A/I	3
Experience and knowledge of developing transport models of highway and public transport improvements	A/I	3
Experience in the management of financial resources, and an understanding of financial management procedures for capital and revenue funding	A/I	3
Knowledge and understanding of the Strategic Transport Plan Framework and processes	A/I	2

Experience of supervising staff and managing consultant commissions	A/I	3
Experience of delivering projects to programme	A/I	3
Demonstrable experience of commissioning surveys and leading public consultation exercises	A/I	2
Highly effective communication and interpersonal skills	A/I	3
Able to make effective presentations to individuals or groups	A/I	2
Good IT skills including use of Microsoft Office packages	A/I	2
Knowledge of, and ability to use, industry standard software packages, e.g. AutoCAD, AutoTrack, LINSIG, Arcady, Picady, TRANSYT, Paramics, TRICS, TEMPRO, VISSIM, Saturn	A/I	2
Self-reliant and able to work under own initiative and as a team manager	A/I	3
Strong and effective oral and written communicator	A/I	3
Track record of, and commitment to continuous personal and professional development	A/I	2
Knowledge and understanding of Equal Opportunities principles and practice	A/I	2
The ability to communicate verbally with customers and provide advice and/or	I	3
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.		
Evidence of continuous professional development	A	
Relevant experience in highway engineering / transportation planning or related role	A	
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
A degree (or equivalent) in civil engineering, transport planning, geography, town planning or other relevant discipline OR equivalent experience.	A	
A postgraduate qualification e.g. MSc or equivalent, in transport planning, civil engineering or other relevant discipline OR equivalent experience demonstrated through significant experience of both people management AND managing multiple complex projects and programmes in a large multifunctional organisation.	A	
Membership of a relevant professional institute OR commitment to work toward.	A	
Other Essential Requirements		
An awareness of, and commitment to, equality of opportunity	I	2
Awareness of, and commitment to, confidentiality and handling data	I	2
Prepared by:	Matt Crowton	Date: Dec 2019 Rev B