



JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

Standard Template

JOB TITLE:	Senior Transport Planner		
GRADE:	G9	SERVICE AREA:	Highways & Transport
JOB CODE:	EE111SENIG9		
REPORTS TO:	Principal Transport Manager and Strategic Transport Manager as necessary	LOCATION:	Civic Centre
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> 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. 		

1. Main purpose of the job role:

To lead the delivery of defined services within the Strategic Transport function, including

- Transportation feasibility studies
- Transportation and traffic modelling work
- Preliminary design of transport schemes
- Project management
- Management of consulting engineers

2. Role specific duties and accountabilities:

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

- Undertaking and managing feasibility studies and preliminary design of transport schemes
- Develop and apply transport models of junctions and supervise consultants in the development of area-wide networks to identify current problems with the transport network and testing possible solutions
- Co-ordinating and supporting public and stakeholder consultation exercises on schemes developed by the Strategic Transport team
- Preparing reports (and relevant supporting data) and presenting information to Council Committees, Members' Working Groups and Senior Management
- Preparing bids for financial support for highway and public transport improvement proposals
- Support the evaluation of the impact of local, regional and national transport projects or policies
- Appointing and supervising consulting engineers and / or other external advisers in support of transport scheme development
- Liaise with outside agencies, and other Council services, involved in infrastructure and environmental improvements
- Providing input to the preparation of statutory documents, strategies and guidance information that the Councils responsible for preparing or contributing to, e.g. the Councils Local Development Framework
- Undertaking or commissioning transportation and traffic management surveys
- Help review the performance and processes of the Strategic Transport Team
- Undertaking of statutory procedures, appropriate guidance information and good practice to maximise effectiveness of schemes and programmes developed by the team

2. To control the expenditure on those parts of the capital and revenue programme for which the postholder is responsible and ensuring that such expenditure is accounted for as directed
3. To deal with general correspondence and enquiries concerned with the work of the Strategic Transport team
4. To prepare documents, reports Committee reports, plans calculations and statistical data
5. To represent the Strategic Transport Team at internal and external meetings including Council Committees, in respect of matters for which the postholder is responsible
6. To assist the Principal Transport Planner and Strategic Transport Manager in other elements of the work of the team as directed

3. 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.
- Through personal commitment and clear action, the postholder 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.



JOB TITLE Senior Transport Planner	GRADE G9	
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.	Not Applicable	
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)		
Knowledge and experience of transportation issues	A/I	3
Knowledge and experience of developing and managing transport projects	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	2
Knowledge of financial and budget management procedures	A/I	3
Experience in the management of staff	A/I	2
Knowledge and understanding of the Strategic Transport Plan Framework and processes	A/I	3
Experience of supervising staff and managing consultant commissions	A/I	2
Experience of delivering projects to programme	A/I	3
Highly effective communication and interpersonal skills	A/I	3
Good IT skills, including use of Microsoft Office packages	A/I	3
Working knowledge of 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 member	A/I	3
Strong and effective oral and written communicator	S/I	3

A commitment to continuous improvement		I	2
Knowledge and understanding of Equal Opportunities principles and practice		I	2
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post		I	3
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.			
Relevant experience in a highway engineering / transportation planning or related role		A/I	3
Evidence of continuous professional development (where applicable)		A/I	2
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 relevant experience in a highway engineering / transportation planning or related role		A	
Other Essential Requirements			
An awareness of, and commitment to, equality of opportunity		I	3
Awareness of, and commitment to, confidentiality and handling data		I	3
Prepared by:	Matt Crowton	Date:	Dec 2019 Rev B