

# Job Description

## Principal Transport Planner

### Transport Planning Service

| Role Structure  | Role Details                       |
|-----------------|------------------------------------|
| Directorate:    | Economy & Environment              |
| Grade:          | HC10                               |
| Location:       | Hybrid                             |
| Responsible to: | Transport Planning Service Manager |

#### Main purpose of the role

To play a leading role in the development of the council's transport strategy and policies, taking the lead within the team in developing funding bids to secure resources for transport improvements, monitoring transport strategy and policy performance, commissioning consultants' studies, development of rail and bus strategy and deputising for the Transport Planning and Policy Manager from time to time.

| Key Duties and Responsibilities   | Frequency of Task   |
|---|---|
| <ul style="list-style-type: none"> <li>To play the leading role in the preparation of the Local Transport Plan and Annual Progress Reports, ensuring alignment with the Local Plan, Big Economic Plan and the Hereford Masterplan as well as other key Council strategies with transport implications.</li> </ul> | <ul style="list-style-type: none"> <li>Annual</li> </ul>    |
| <ul style="list-style-type: none"> <li>To lead on the development and review of Council policies as they relate to transport and to advise on the implications for the Council of new national transport policy initiatives and regional transport strategies.</li> </ul>   | <ul style="list-style-type: none"> <li>Daily</li> </ul>     |
| <ul style="list-style-type: none"> <li>To lead on ensuring the effective delivery of the Monitoring and Evaluation of the LTP and other transport delivery programmes to maximise funding opportunities through meeting agreed targets and objectives</li> </ul>  | <ul style="list-style-type: none"> <li>Quarterly</li> </ul> |
| <ul style="list-style-type: none"> <li>To take a leading role in the identification of funding opportunities and the development of appropriate transport funding bids, working in close collaboration with other council and partner service providers.</li> </ul>   | <ul style="list-style-type: none"> <li>Monthly</li> </ul>   |
| <ul style="list-style-type: none"> <li>To lead on future development and use of the council's Strategic Transport Model in liaison with the planning team and external developers to maximise income for the council.</li> </ul>  | <ul style="list-style-type: none"> <li>Weekly</li> </ul>    |
| <ul style="list-style-type: none"> <li>To lead on the development of bus strategy in liaison with the operational delivery team, supporting development and delivery of the Bus Service Improvement Plan.</li> </ul>  | <ul style="list-style-type: none"> <li>Quarterly</li> </ul> |

| Key Duties and Responsibilities   | Frequency of Task   |
|---|---|
| <ul style="list-style-type: none"> <li>To lead on the development of rail strategy and rail proposals.</li> </ul>   | <ul style="list-style-type: none"> <li>Annually</li> </ul>  |
| <ul style="list-style-type: none"> <li>Taking a leading role within the team for engagement with regional partners including Midlands Connect and rail partnerships.</li> </ul>                                   | <ul style="list-style-type: none"> <li>Daily</li> </ul>     |
| <ul style="list-style-type: none"> <li>To commission and manage external consultants to deliver various transport studies</li> </ul>  | <ul style="list-style-type: none"> <li>Quarterly</li> </ul> |
| <ul style="list-style-type: none"> <li>To deputise for the Transport Planning Services Manager as necessary</li> </ul>  | <ul style="list-style-type: none"> <li>As needed</li> </ul> |
| <ul style="list-style-type: none"> <li>Supervision and management of senior and junior team members</li> </ul>  | <ul style="list-style-type: none"> <li>Daily</li> </ul>     |
| <ul style="list-style-type: none"> <li>Development of strategy and policy, contributing to service specific policies and also informing wider corporate policies</li> </ul>                                       | <ul style="list-style-type: none"> <li>Weekly</li> </ul>    |
| <ul style="list-style-type: none"> <li>Identification of transport solutions including physical and soft measures to address transport challenges in a rural county</li> </ul>                                    | <ul style="list-style-type: none"> <li>Daily</li> </ul>     |
| <ul style="list-style-type: none"> <li>Development and submission of transport funding bids ensuring effective monitoring and evaluation procedures are in place</li> </ul>                                       | <ul style="list-style-type: none"> <li>Quarterly</li> </ul> |
| <ul style="list-style-type: none"> <li>To prepare and present reports and advice to elected members and senior officers.</li> </ul>   | <ul style="list-style-type: none"> <li>Daily</li> </ul>     |
| <ul style="list-style-type: none"> <li>Progressing transport proposals through the council's governance system to secure approval to progress.</li> </ul>   | <ul style="list-style-type: none"> <li>Weekly</li> </ul>    |
| <ul style="list-style-type: none"> <li>To identify the need for consultancy support and to develop briefs, commission and manage selected consultants to carry out studies as required.</li> </ul>                | <ul style="list-style-type: none"> <li>Monthly</li> </ul>   |
| <ul style="list-style-type: none"> <li>Provide transport advice to inform consideration of major development proposals and other major schemes and projects.</li> </ul>   | <ul style="list-style-type: none"> <li>Weekly</li> </ul>    |
| <ul style="list-style-type: none"> <li>Specify, design and undertake public consultation to inform the development of policy and strategy and to inform scheme proposals and other transport measures.</li> </ul> | <ul style="list-style-type: none"> <li>Quarterly</li> </ul> |



| Key Duties and Responsibilities   | Frequency of Task                                     |
|---|---|
| <ul style="list-style-type: none"><li>Budget management and preparation of budget reports</li></ul> | <ul style="list-style-type: none"><li>Daily</li></ul> |



## Person Specification

| Requirements  | Essential<br>or<br>Desirable | Identified by<br><br>A – Application<br>I – Interview |
|---|------------------------------|---|
| <b>Qualifications and Training</b>  |                              |   |
| Degree or equivalent qualification  | Essential                    | A   |
| A professional qualification in a transport or planning related subject   | Desirable                    | A   |
| Membership of a relevant professional organisation  | Desirable                    | A   |
| <b>Experience &amp; Knowledge</b>   |                              |   |
| Development of policy and strategy relating to all modes of transport along with a sound knowledge of statutory requirements and national policy context for local transport. | Essential                    | A, I  |
| Understanding of/working in/experience of a public sector transport role, including governance, management and bureaucratic frameworks.                                       | Essential                    | A, I  |
| Monitoring and reporting of budgets, including preparation of business cases for new projects.  | Essential                    | A, I  |
| Development of performance frameworks and monitoring of transport strategies and schemes to measure impacts and effectiveness   | Essential                    | A, I  |
| Experience of procurement: developing briefs, selecting and managing consultants and supervising projects   | Essential                    | A, I  |
| Experience and understanding of the local transport authority duties relating to the delivery of transport services including bus services                                    | Essential                    | A, I  |

| Requirements  | Essential<br>or<br>Desirable | Identified by<br><br>A – Application<br>I – Interview |
|---|------------------------------|---|
| Experience of preparing bids for funding with demonstrable success  | Essential                    | A, I  |
| Undertaking structured research projects and producing advice notes, guidance, briefings based on the conclusions.  | Essential                    | A, I  |
| Recruitment, management and supervision of other staff  | Desirable                    | A, I  |
| Staff development and training  | Desirable                    | A, I  |
| <b>Skills and Abilities</b>   |                              |   |
| Sound understanding of current transport policy and legislation, sustainable transport initiatives, the management of transport related policies and programmes, transportation planning methods. | Essential                    | A, I  |
| Ability to develop new relationships and work effectively in partnership with internal and external stakeholders to achieve common goals.   | Essential                    | A, I  |
| Good project management skills, strong organisational and sound time management skills. Can lead projects, including managing consultants and other stakeholders.                                 | Essential                    | A, I  |
| Ability to understand and interpret data from a variety of sources, turning the results into action plans.  | Essential                    | A, I  |
| Excellent literacy/numeracy skills.   | Essential                    | A, I  |
| Computer literacy and sound working knowledge of standard MS office software.   | Essential                    | A, I  |

| Requirements  | Essential<br>or<br>Desirable | Identified by<br><br>A – Application<br>I – Interview |
|---|------------------------------|---|
| Strong presentation skills, both written and oral and suitable for a variety of audiences.                | Essential                    | I   |
| Experience of planning and delivering various forms of consultation, including using results to re-design | Essential                    | I   |

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.

## Our Values and Behaviours

The council's THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. They help us to achieve our Council Plan vision "do our best for Herefordshire" acting as our DNA and the "way that we do things around here". We expect all colleagues to act as a role model by living our values and setting an example for others. Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

**Trust** - Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

**Honesty** - Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

**Responsibility** - Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

**Inclusivity** - Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.





**Herefordshire  
Council**

*Value* - Upholding high standards,

ethics and integrity to guide our actions and decisions.

Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

*Empathy* - Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.



**Spirit of  
Herefordshire**

*A place to Live, Work & Thrive*

