

 **JOB DESCRIPTION**

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| **Job Title:** Principal Transport Planner**Directorate:** Economy and Environment | **Post No:** 21110   **Division:** Highways, Environment and Waste | **SCP:** HC10**Section:** TransportPlanning |
| **Reports to:** Transport Planning Services Manager  **Dimensions:** Developing and delivering transportation strategy and policy Local and regional rail and bus strategy and policy Securing transport funding Commissioning and managing projects **Responsible for:** Potentialsupervisory responsibility for Senior Transport Planning Officer and Transport Planning Officer **Key relationships/Functional links with**: **Internal**: Senior management team, teams with related interest in transport and access including the Talk Community Team, Sustainability and Climate Change, Passenger Transport, economic development, strategic planning and development management, Project Management Office.  **Functional links with:** Government departments, National Highways and rail providers, regional partners such as sub national transport body, neighbouring authorities, local transport providers and key stakeholders, land owners and employers, parish councils and local community groups.   |
| **Main Purpose of Job:** 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. |
| **Main Responsibilities / Accountabilities:** * 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.

 * 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.
* 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

 * 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.
* 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.
* 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.

 * To lead on the development of rail strategy and rail proposals.

 * Taking a leading role within the team for engagement with regional partners including Midlands Connect and rail partnerships.

 * To commission and manage external consultants to deliver various transport studies
* To deputise for the Transport Planning Services Manager as necessary
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| **Job Activities:**  * Supervision and management of senior and junior team members

 * Development of strategy and policy, contributing to service specific policies and also informing wider corporate policies

 * Identification of transport solutions including physical and soft measures to address transport challenges in a rural county

 * Development and submission of transport funding bids ensuring effective monitoring and evaluation procedures are in place
* To prepare and present reports and advice to elected members and senior officers.

 * Progressing transport proposals through the council’s governance system to secure approval to progress.

 * To identify the need for consultancy support and to develop briefs, commission and manage selected consultants to carry out studies as required.

 * Provide transport advice to inform consideration of major development proposals and other major schemes and projects.

 * Specify, design and undertake public consultation to inform the development of policy and strategy and to inform scheme proposals and other transport measures.

 * Budget management and preparation of budget reports
 |  **Frequency** Daily  Ongoing   “   “ “   “    “ “   “  “  |



# PERSON SPECIFICATION

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| All candidates will be considered on their ability to meet the requirements of the person specification  | **Essential criteria**  | **Method of** **Assessment\*** A = Application Form; I = Interview |
|  **Experience**  | 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. Understanding of/working in/experience of a public sector transport role, including governance, management and bureaucratic frameworks.  Monitoring and reporting of budgets, including preparation of business cases for new projects.  Development of performance frameworks and monitoring of transport strategies and schemes to measure impacts and effectiveness. Experience of procurement: developing briefs, selecting and managing consultants and supervising projects Experience and understanding of the local transport authority duties relating to the delivery of transport services including bus services Experience of preparing bids for funding with demonstrable success.  Undertaking structured research projects and producing advice notes, guidance, briefings based on the conclusions.  Recruitment, management and supervision of other staff. *(desirable)* Staff development and training (*desirable*) | A/I  A/IA/IA/IA/IA/IA/IA/III |
| **Skills and abilities**  | Sound understanding of current transport policy and legislation, sustainable transport initiatives, the management of transport related policies and programmes, transportation planning methods.  Ability to develop new relationships and work effectively in partnership with internal and external stakeholders to achieve common goals.Good project management skills, strong organisational and sound time management skills. Can lead projects, including managing consultants and other stakeholders.  Ability to understand and interpret data from a variety of sources, turning the results into action plans. Excellent literacy/numeracy skills.  Computer literacy and sound working knowledge of standard MS office software.  Strong presentation skills, both written and oral and suitable for a variety of audiences. Experience of planning and delivering various forms of consultation, including using results to re-design   | A/IA/IA/IA/IA/IA/III  |
| **Qualifications and** **Training** *including professional qualifications*  | Degree or equivalent qualification  A professional qualification in a transport or planning related subject *(desirable)* Membership of a relevant professional organisation *(desirable)* | AAA  |
| **Other Factors** *e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.*  | Occasional evening and weekend work.  Ability to travel throughout the county.  | II |