

Principal Transport Planner

## Job Description

**Dept:** Regeneration,  
Enterprise and Skills      **Division:** Transportation

**Section:** Transport Planning  
and Strategy      **Grade:**  
PO5

**Post designation:** Principal Transport  
Planner      **Post no:**

**Reports to:** Transport Strategy Manager

### Purpose of Job

Accountable to the Head of Transport Planning & Strategy for:

- a significant work area/undertaking major projects and programmes within the work of the Transport Planning & Strategy Group, developing and implementing aspects of the transportation strategy and related policies as required.
- commissioning, specifying work and monitoring the work for other Council groups/ external consultants/contractors in furtherance of the Council's integrated transportation policy.

### Summary of main duties and responsibilities

1. Commissioning, supervision, co-ordination and management
  - 1.1 Produce briefs and specifications for research work from sources within and

## Principal Transport Planner

outside the Council, co-ordinating diverse inputs to complex projects and acting as a single point of contact and arranging and chairing meetings.

- 1.2 Supervise consultants work and internal contributions, managing progress, assessing results and ensuring all such work is produced to a proper standard and to defined timescales. Defining the scope of work to be undertaken by consultants undertaking specific projects, leading on the procurement of consultants.
  - 1.3 Briefing legal Counsel and senior managers for public inquiries and negotiations on major transport projects affecting the Borough.
  - 1.4 Represent the Assistant Director Transportation, providing support to managers at Member's briefing meetings and presentations to external organisations.
  - 1.5 Where appropriate, assisting in the supervision of staff, recruitment and in the training and development of staff.
2. Professional
    - 2.1 Acting as an expert witness at major public inquiries and representing the Council at public meetings.
    - 2.2 Assist in drafting legal documents relating to major transport infrastructure projects, including undertakings and planning agreements.
    - 2.3 Develop and carry out project briefs and feasibility studies in relation to

## Principal Transport Planner

Transportation objectives. Work with agencies and service providers to achieve Council objectives of an integrated transportation provision responsive to the needs of residents, the local economy and strategic and environmental considerations.

- 2.4 Assemble and maintain information database on developments elsewhere and a detailed up-to-date analysis of the regional, national and European trends, policies, constraints and requirements. Also ensure that the provision and use of above information doesn't conflict with any legislative or commercial limitation and security issues.
- 2.5 Produce specifications for research and implementation projects from sources within or outside the Council, monitoring progress, assessing results and producing Committee and management reports on the implications of the results.
- 2.6 Participate in control arrangements for commissioned work ensuring it is produced to a proper standard and to defined time scales.
- 2.7 Devise and carry out programmes of consultation with residents and users of the Borough's Transportation infrastructures and participate in consultative bodies on Transportation issues.
- 2.8 Assist in developing and implementing the Councils Transport Policies, the production of Council policy documents and the production of bids for funding.
3. Advice Information and Communication
  - 3.1 Provide advice as required to Members, Committees and Chief Officers on

## Principal Transport Planner

transportation matters, inter alia on implementation programmes and the impact of regional, national, European trends, policies, constraints and requirements. Support and service Member level Transportation liaison bodies as required.

- 3.2 Represent the Group, Department and Council at Committee and at internal and external meetings, producing and presenting reports and providing advice as appropriate.
- 3.3 Develop and implement consultation programmes of residents and users of the Borough's transportation infrastructure and provide a forum for the exchange of views between users and providers on the development of solutions to transportation issues.
- 3.4 Work with other agencies and service providers to achieve Council objectives of a coherent integrated transportation provision responsive to the needs of residents, the local economy and strategic and environmental considerations.
- 3.5 Advise other officers or Members as required on Planning applications or issues where there are transportation implications or interests to be addressed and generally undertake an innovative and developmental role in such matters. Develop and advise on the transportation facets of statutory and other planning documents and frameworks both within and external to the Council.
- 3.6 Advise other officers as required on consents procedures and options, including parliamentary procedures for Hybrid Bills.
- 3.7 Develop sources of information and access to other record and database

## Principal Transport Planner

systems to obtain a comprehensive and accurate picture of the transportation infrastructure of the Borough and the Councils provision and interests. Provide data for input into the Councils PI and targets. Work with other service providers and monitoring organisations to ensure that the provision and use of such information does not conflict with any legislative or commercial limitations or information security issues.

### 4. Financial

4.1 Fully participate in the investigation of external sources of finance to support transportation objectives and the preparation and submission of bids for funding.

4.2 Monitor and manage significant project and programme budgets.

4.3 Prepare and present costed proposals.

4.4 Operate within the financial limits and budgetary arrangements of the Directorate.

4.5 Report, promptly, changing budgets needs to the Manager.

### 5. Other

5.1 Ensure that at all times that work undertaken actively promotes the Council's Equal Opportunities Customer Care and environmental policies in relation to service delivery and personnel practice.

Principal Transport Planner

- 5.2 In carrying out the duties of the post have due regard to the provisions of Health and Safety at Work legislation and Directorate guidance and procedures.
- 5.3 Assist in the development and maintenance of any new technology systems, equipment for the benefit of the section/group. Enter data to and receive output from any electronic data processing systems and equipment provided according to agreed procedures.

**Designation of post to which the postholder normally reports:**

Transport Planning and Strategy Manager