



## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Transport Planner	<b>Grade:</b> Scale 6 – PO1
<b>Section:</b> Spatial and Transport Planning	<b>Directorate:</b> Environment and Community Services
<b>Responsible to following manager:</b> Principal Transport Planner	<b>Responsible for following staff:</b> Not applicable
<b>Post Number/s:</b>	<b>Last review date:</b> April 2016

#### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

### Job Purpose

To assist in the delivery of a high quality, robust and transparent decision making within tight time frames on transportation matters to ensure that the Planning and Transport Strategy Division is recognised as delivering an excellent service for all of our customers. The Transport Planner will assist a small team of Transport professionals in providing definitive professional advice for the Council, creating and applying transport policy and strategy and best practice and delivering successful planning outcomes. The scope of work will include assisting in one or more of day to day liaison with Transport for London (TfL) on the Local Implementation Plan, progression of major



transportation projects/ initiatives, travel awareness initiatives and provision of expert transportation and traffic and highway engineering advice into the development management system. To undertake appropriate training to help them acquire the skills and knowledge so that they can become self-reliant in dealing with technical and people issues as required.

### **Specific Duties and Responsibilities**

1. To be responsible to the Principal Transport Planner and work under the supervision of a Senior Transport Planner.
2. To undertake a full range of transport strategy work under supervision including the development and review of specialist transport strategy areas, to include public transport initiatives, travel awareness, including walking and cycling and major infrastructure schemes, working to identifiable deadlines in a manner that is consistent with meeting corporate targets and objectives.
3. To liaise with TfL on the preparation of the local Implementation Plan and the annual funding submission.
4. To provide pre-application advice, the input of transport strategy and traffic engineering advice to straightforward planning applications, working to identifiable deadlines in a manner that is consistent with meeting corporate targets and objectives.
5. To work under supervision to assess, engage and set out clear and robust transport strategy formulation in an accurate, well written officer report based on an up-to-date and relevant evidence base.
6. To obtain an up-to-date knowledge of national and regional policy and relevant legislation and to take a proactive approach to relevant changes in legislation.
7. To assist in identifying issues and proposing improvements and creative solutions within the context of current and future service requirements in order to continually deliver high quality, customer focused planning services to managers and our full range of customers.
8. To ensure that all transport strategy formulation is undertaken with due regard to the Councils' corporate objectives.
9. Implement, under supervision, components of larger projects in order to deliver organisational objectives as well as enabling agreed changes in transport strategy and processes to take place, taking responsibility for project management as required.



10. On occasion to present your own recommendations to internal and public meetings on straightforward transport issues in a clear and concise manner including providing professional advice to Members and the public.
11. Provide advice and guidance in response to transport best practice, procedure or policy within a legal/organisational policy framework.
12. To ensure that you meet service-wide and corporate performance indicators, targets and customer service standards for the full range of your own workload and also any work of junior officers that you are supervising.
13. To assist in the preparation of specialist evidence in respect of appeals including presenting evidence at Public Inquiries, Hearings and written representations.
14. To participate in matters relating to policy compliance and enforcement matters and conflict resolution to ensure high quality innovative outcomes that reflect Council-wide objectives and policies.

**CRITERIA FOR PROGRESSION TO SO1 (as per Scale 6 plus the following):**

1. Undertakes transport strategy projects or casework at the following level under the limited supervision of a Senior Transport Planner:-
  - the development and review of specialist transport strategy areas;
  - public transport initiatives;
  - travel awareness, including walking and cycling; and
  - major infrastructure schemes.
2. Assess, negotiate and set out clear and robust recommendations in an accurate, well written officer report based on the relevant transport strategy and other material considerations.
3. Provide advice and guidance as required in response to transport best practice, procedure or policy within a legal/organisational policy framework and develop solutions or recommendations to meet service needs.
4. To ensure that you meet service-wide and corporate performance indicators, targets and customer service standards.
5. To initiate, participate in and where necessary take a lead role on matters relating to compliance and enforcement matters and conflict resolution to ensure high quality innovative outcomes that reflect Council-wide objectives and policies.



**CRITERIA FOR PROGRESSION TO SO2 (as per S01 plus the following):**

1. Undertakes planning projects or casework at the following level with the minimum of supervision:-
  - the development and review of specialist transport strategy areas;
  - public transport initiatives;
  - travel awareness, including walking and cycling; and
  - major infrastructure schemes.
2. Preparation of complex environmental improvement schemes (including client role).
3. Deals with straightforward enquiries about other work in the Transport Strategy Team.
4. Seek to coach and facilitate the acquisition of skills and knowledge in others so that they are better equipped to be self-reliant in dealing with technical and people issues.
5. Undertake to attend as planning witness at Court or Public Inquiry under the supervision of a Senior Transport Planner.

**CRITERIA FOR PROGRESSION TO PO1 (as per S02 plus the following):**

1. Undertakes planning projects or casework at the following level with the minimum of supervision:-
  - the development and review of specialist and complex transport strategy areas;
  - public transport initiatives;
  - travel awareness, including walking and cycling; and
  - major infrastructure schemes.
2. Preparation of complex environmental improvement schemes (including client role).
3. Familiar with, and deals with enquiries about, work in any part of Planning and Transport strategy.
4. Prepares and gives evidence on behalf of the Council at Public Examinations and Inquiries.
5. To deputise for the Senior Transport Planner when required, including evening meetings.



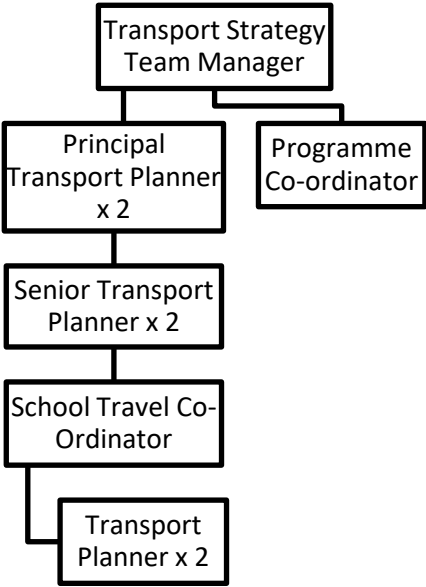
### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

### **Additional Information**

- To represent the Team/Division at meetings (including evening meetings) both within the Council and outside bodies including public meetings on matters relevant to the Planning Service.

**Team structure**



## Person Specification

<b>Job Title:</b> Transport Planner	<b>Grade:</b> Scale 6 – PO1
<b>Section:</b> Spatial and Transport Planning	<b>Directorate:</b> Environment and Community Services
<b>Responsible to:</b> Principal Transport Planner	<b>Responsible for:</b> Not applicable
<b>Post Number/s:</b>	<b>Last Review Date:</b> April 2016

### Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements		Assessed by A & I/ T/ C (see below for explanation)
<b>Knowledge</b>		
A working knowledge and sound understanding of national, regional and local transport strategy and associated legislative requirements and policy guidance.		A/I/T
Knowledge and understanding of effective customer relations and customer care practices.		A/I/T
<b>Experience</b>		
Experience in local government transport strategy work including assisting in preparation of Local Implementation Plan and transport strategy documents or equivalents.		A/I

<b>Skills</b>	
Clear understanding of IT systems generally including Microsoft Office suite.	A/I/T
Effective report writing skills including preparation of local plan documents, committee reports, development plan examination statements or equivalents.	A/I/T
Articulate in written and oral communication skills with particular reference to report and letter writing, public speaking, presentation skills and communicating with Members, the public, staff and other professionals.	A/I
Ability to analyse and interpret data and present key facts including policy implications in the preparation of reports, policy formulation and other material.	A/I/T
Ability to prepare briefs for and assist in the selection, control and monitoring of consultants.	A/I
Ability to work on designated projects with supervision.	A/I
To work effectively to meet challenging deadlines and manage competing and changing priorities.	A/I
To work as part of a team taking into account the needs of other Council Departments and with a willingness and ability to share knowledge with other staff.	A/I
Able to use initiative to identify solutions to problem solving and demonstrating a 'can-do' attitude to improvements in service delivery.	A/I
Ability to assist in identifying need for change and to introduce and manage changes designed to improve service delivery.	A/I
<b>Qualifications</b>	
A degree in transport or planning or other appropriate professional qualification and a member of an appropriate professional body or eligible for full membership.	A/C

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**