

Role Profile

Part A - Grade & Structure Information

Job Family Code	7RT	Role Title	PDP 7-9 Transport Planner
Grade	S7	Reports to (role title)	Future Transport Programme Manager; Transport Strategy Manager; Transport Schemes Delivery Manager
		Directorate	Environment, Transport & Infrastructure
JE Band	228-268	Service	Highways & Transport
		Team	Future Transport Programme Team; Transport Strategy Team; Transport Schemes Delivery Team
		Date profile created	Created 10/2012; last updated 02/2021

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To work across the Transport Policy Team (in one of three sub-teams) providing technical knowledge and support for the development, review and delivery of transport strategies, the development of the future transport programme including the council's major projects, along with the delivery of highways and transport schemes.</p> <p>The post holder will assist their sub Team Manager to undertake investigations, analysis and research into a wide range of strategy, transport and planning issues that will to inform new and existing policy, strategies, briefings, projects and guidance. This will involve assisting with the preparation of documents and policy advice to support proposals for strategic planning, policy and service development. The post holder will assist in answering enquiries from developers and the public relating to transport policy and projects ensuring that effective and up to date advice is given at all times.</p> <p>The post holder will provide support on the design, organisation and attendance of public consultations and exhibitions to secure stakeholder in-put and consensus on transport policy, strategy, future programmes and schemes.</p> <p>The post holder will assist their sub Team Manager in preparing and presenting information on transport policies, strategies, future programmes and schemes to elected Members and committees to both inform and seek approval(s) as required.</p> <p>The post holder will assist their sub Team Manager in briefing and supporting elected Members helping to ensure that the democratic and political processes are fully embraced in reaching key decisions throughout the life of the project.</p> <p>Under the direction of their sub Team Manager, the post holder will be guided by defined project management principles with the management of cost, time, quality and risk to ensure successful project development and delivery, and will assist the sub Team Manager in the financial management of projects, including budget management and reporting.</p>
Work Context	<p>The post is based in the Transport Policy Team, which has responsibility for leading Council thinking on transport policies, strategies and major projects as well as developing and delivering a forward programme of schemes and interventions.</p> <p>To support the council's role as Transport Authority, the Transport Policy Team produces the Surrey Transport Plan. This is a statutory document and includes a programme of schemes and interventions to improve transport in Surrey. The Transport Policy Team also develops a forward programme of transport schemes and delivers a number of major highway and transport schemes.</p> <p>The post holder will assist their sub Team Manager in a range of projects and activities that contribute to the successful delivery of wide programmes of work. They will work on specified projects under the direction their sub Team Manager helping to develop the council's transport policies, strategies, forward programmes and schemes.</p> <p>The post is based at Victoria Gate, Woking and the post holder is required to travel around the county to attend meetings and committees at various offices, including evening meetings.</p>
Line management responsibility	N/A
Budget responsibility	N/A

Representative Accountabilities	<p>Planning & Organising</p> <ul style="list-style-type: none"> • Plan and prioritise own work activities for the weeks ahead, to ensure operational efficiency. Respond effectively to changing demands, adjusting priorities as needed. <p>Policy and Compliance</p> <ul style="list-style-type: none"> • Assist with work in a relevant technical or regulatory area in order that statutory and policy compliance is maintained. <p>People & partnerships</p> <ul style="list-style-type: none"> • Respond to and resolve enquiries and problems, judging when to pass on complex queries or involve others, to provide an effective service and clear advice to colleagues and customers. • Guide and/or supervise junior staff in their duties to facilitate their development and ensure service quality standards are maintained. • Communicate and liaise with service users and/or external contacts, representing the team/service as required. <p>Resources</p> <ul style="list-style-type: none"> • May assist in the management of a small budget or recovery of income. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Collate data, prepare reports/statistics to meet statutory/management information requirements. • Recommend improvements and support implementation to systems, processes and procedures, ensuring best practice is shared across the team. • Support, coordinate and undertake research into a variety of projects in the defined area of activity to support achievement of team's objectives. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Educated to A level, HNC or equivalent, or able to evidence ability at an equivalent level, and/or relevant vocational qualification (level 3/4 QCF). • Knowledge of relevant technical area including, where appropriate, relevant practical skills. • For some roles a relevant degree may be required. • Good IT skills, including MS Office and database management systems. • Good written and oral communication skills with the ability to build sound relationships with customers and explain technical issues to non technical people. • Ability to prepare and present reports in a logical and digestible format. • High level administrative, analytical and organisational skills. • Able to prioritise and plan own workload in the context of conflicting priorities and work on own initiative. • A methodical approach to information gathering, recording and reporting. • Typically previous work experience in a relevant environment.
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>Appropriate technical qualification at Degree level.</p> <p>To be working toward or willing to work toward a professional qualification, with membership of a suitable professional body i.e. the RTPI, ICE, CIHT, IHE or TPS e.g. joining at Graduate Member level.</p> <p>Awareness of transport and highways policies and current highway and traffic regulations and documentation.</p> <p>Ability to work and travel within the County.</p>
Role Summary	<p>Roles at this level typically provide specialist support services. Many will possess technical rather than professional expertise in the main disciplines. There will be minimal day-to-day supervision, but clear guidance will be available. The roles will plan for the weeks ahead and prioritise to accommodate non standard work. They often require understanding of complex procedures and support systems, and the ability to allocate workload and react to changing priorities. Although most work will follow established patterns, initiative is needed to handle processes and resolve problems and queries based on experience and judgement, mainly without reference to others. These roles may work alone instead of as part of a team, or the system or process used may require more specialist knowledge or experience.</p>

Reference Number	BM-2021-072
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