

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	10RT	<b>Role Title</b>	Senior Transport Planner
<b>Grade</b>	PS10	<b>Reports to (role title)</b>	Transport Studies Team Manager
		<b>Directorate</b>	Environment, Transport & Infrastructure
<b>JE Band</b>	371-438	<b>Service</b>	Highways & Transport - Strategic Transport
		<b>Team</b>	ST Transport Studies
		<b>Date Role Profile was created</b>	Feb-06

## 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.

<b>Role Purpose</b> including key outputs	To ensure that Surrey County Council (SCC) provides a centre of excellence for transport studies and modelling, working with colleagues, Members and partners to assist in decision-making, problem and solution identification, scheme development and funding bids.
<b>Work Context</b>	<p>This is a management post reporting to the Team Manager, Transport Studies which requires adherence to QMS procedures. In addition to providing information to assist in decision making; whilst working collaboratively with Members, other SCC employees, partners, external consultants and members of the public;</p> <p>The post-holder is required to:</p> <ul style="list-style-type: none"> <li>• Undertake transport planning studies to assist with the identification of movement related problems and solutions, the development and assessment of schemes (both major and minor improvement schemes), improvements to highway asset and traffic management, Local Transport Plan Policy Studies and the development of related strategies, research and other transport planning studies, both strategic and local in nature;</li> <li>• Test and assess scheme options using appropriate techniques, including modelling and economic appraisal, as part of progressing schemes for funding bids and to the decision making process;</li> <li>• Undertake development audits and Local Plan assessments;</li> <li>• Contribute specific technical input to Local Plan area action plans and schemes designed to meet economic objectives;</li> <li>• Undertake GIS related studies and input to projects, including accessibility assessments;</li> <li>• Assist in realising congestion strategy objectives and in improving network performance.</li> </ul>
<b>Line management responsibility</b> if applicable	Directly responsible for two members of permanent staff.
<b>Budget responsibility</b> if applicable	Individual projects up to £150,000.

<p><b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family</p>	<p>Planning &amp; Organising</p> <ul style="list-style-type: none"> <li>• Implement countywide strategies and support the development of long term planning.</li> <li>• Lead projects and reviews within a technical area of work to support and enhance service delivery.</li> <li>• Plan workloads and secure resources to enable the team/s to achieve a quality service.</li> </ul> <p>Policy &amp; Compliance</p> <ul style="list-style-type: none"> <li>• Provide technical advice and recommendations within defined policy and procedures to ensure compliance with relevant legislation, policies and industry standards.</li> <li>• Maintain, develop and review systems, processes, procedures and working methods to maximise service delivery, quality, efficiency and compliance.</li> </ul> <p>People and partnerships</p> <ul style="list-style-type: none"> <li>• May manage a team operating in a specialist area or oversee the delivery of a range of support services to a service or function.</li> <li>• Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service.</li> <li>• Monitor and support the performance management and development of team members to ensure that individual contributions are maximised.</li> </ul> <p>Resources</p> <ul style="list-style-type: none"> <li>• Assist with budget/resource/ funding management in accordance with the organisation's policies and procedures.</li> <li>• May have delegated responsibility for a budget(s).</li> </ul> <p>Analysis, Reporting &amp; Documentation</p> <ul style="list-style-type: none"> <li>• Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making.</li> <li>• Analyse and make recommendations for improvement or development of existing systems, processes or policy.</li> </ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; 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> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Degree/ HNC or equivalent, or substantial relevant experience in a relevant subject.</li> <li>• May require a specialist technical qualification or membership of an appropriate professional institution.</li> <li>• Significant practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public.</li> <li>• Comprehensive understanding of subject matter, legislation, principles and practices relevant to the technical area.</li> <li>• May require previous management experience including staff supervision, development and organisational skills.</li> <li>• Proven ability to apply project management principles and techniques to manage a range of projects through to completion.</li> <li>• Proven ability to establish and maintain highly effective working relationships with a range of stakeholders.</li> <li>• Comprehensive knowledge of computerised business systems.</li> <li>• Proven written and oral communication with the ability to influence and work in collaboration with others.</li> <li>• Ability to understand, meet and exceed customer expectations.</li> <li>• Proven problem solving skills, and the ability to exercise high levels of initiative to devise and implement workable solutions.</li> </ul>
<p><b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b></p>	<p>Degree or NVQ equivalent in relevant subject (e.g. geography, engineering, transport planning.)</p> <p>Membership of appropriate professional body, either as affiliated/incorporated or full member .</p> <p>Excellent knowledge of transport planning practice, technical support documents, and central government guidance and standards (including TAG, DMRB, the Green Book and policy guidance/statements such as National Planning Policy Framework);</p> <p>Knowledge of traffic and pedestrian survey techniques and other data collection activities and related analysis;</p> <p>Understanding of GIS and its use in transport planning and modelling;</p> <p>Understanding of Government and County Council policies and objectives, including procedures and relevant legislation;</p> <p>Good background knowledge on current transport, traffic management and transport &amp; land-use related issues.</p> <p>Experience of specialist transport planning software, including: VISUM, micro-simulation (PARAMICS and VISSIM), COBA/COBALT, TUBA, QUADRO, TEMPPro, LinSig and TRICS;</p> <p>Experience of matrix development, forecasting, analysis, scheme appraisal, assessment of developments;</p> <p>Preparation of evidence for public inquiries.</p>
<p><b>Role Summary</b></p>	<p>Roles at this level typically lead and manage the work of a specialist team and/or they may hold a technically specialist professional role providing complex advice or managing specialist projects. They will use technical knowledge to audit or analyse situations and data to aid them in ensuring regulatory or technical compliance of others. They will work closely with a range of agencies and stakeholders to ensure delivery of agreed industry and service standards in a cost effective way. Forward planning could be for months ahead and the role will contribute to longer-term development.</p>
<p><b>Reference Number</b></p>	<p>BM-2025-413</p>