

Job Description

Job title	Principal Planner – Strategic Transport
Directorate	PLACE : Regeneration, Culture and Environment
Division	Planning Service
Range	MPR 7
Reports to	Head of Planning Policy

Main purpose of the job:

To lead and manage strategic transport planning activities for the Council, ensuring the development and delivery of effective transport policies, plans, and projects that support Medway's spatial planning and sustainable transport objectives.

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

Accountabilities and outcomes:

- Lead on strategic transport planning activities to support spatial planning in Medway, including the development of the Local Plan and supporting documents such as Supplementary Planning Documents, Development Briefs, and Design Guidance.
- Manage external providers of transport advice and technical work, including strategic transport modelling, mitigation, and sustainable transport strategies, and prepare and present reports to Council Committees and other statutory bodies.
- Collaborate with internal and external stakeholders, including government agencies, developers, consultants, and local transport groups, to influence and develop transport policies and strategies, and support the Local Plan enquiry process by preparing evidence and engaging with the Planning Inspectorate.
- Identify and secure external funding opportunities that support strategic and sustainable transport solutions in Medway, and lead on the coordination and development of business cases for transport infrastructure schemes, including commissioning economic appraisals.
- Shape, drive, and coordinate the planning, development, and delivery of strategic local transport projects and road and rail infrastructure schemes.
- Support the development, implementation, and monitoring of local transport plans, policies, and objectives in alignment with regional and national transport strategies.
- Provide technical transport planning advice on complex or specialist matters to the wider Planning Service, corporate and community stakeholders, and on regional transport infrastructure projects delivered by

external organisations, promoting and supporting local priorities and strategies, and overseeing consultation responses.

- Support the Council's involvement with sub-national transport bodies, contributing to the development, implementation, and monitoring of regional strategies, and ensuring that the Council's transport priorities are properly reflected in planning, transport, and investment plans and policies.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Organisation:

This role reports to the Head of Planning Policy.

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

Person specification

All criteria at level A are considered essential unless stated otherwise.

Qualifications

Level A

- Degree level or equivalent in engineering, transport or environmental sciences (e.g. Transport Planning, Geography, Environmental Studies/Science).

Level B (in addition)

- Member of the Chartered Institute of Highways and Transport

Level C (in addition)

- Post graduate course or other evidence of a qualification relating to transport planning
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Knowledge

Level A

- Knowledge of transport strategy, policy, planning and development and business case development including transport modelling and economic appraisal techniques
- Knowledge and understanding of transport planning, highway and environmental issues affecting the operation of a local and regional transport network.
- Knowledge and understanding of transport and highways legislation, regulations, national policies and professional best practice.

Level B (in addition)

- Knowledge of financial and procurement processes and systems, and performance monitoring and evaluation
- Technical knowledge of highway design and construction standards
- Awareness of highway engineering and construction techniques and practices
- Knowledge and understanding of project management processes
- Knowledge and understanding of how the organisation works and how this fits into the political environment

Level C (in addition)

- Knowledge of planning legislation and associated regulations and guidance.
 - Awareness of research and analysis approaches and legal requirements in the Planning Policy context.
 - Demonstrable understanding of wider national policy and local context for development planning in Medway, including cross border strategic development issues
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Experience

Level A

- Demonstrable experience in a transport role for or with a local authority, public body, or similar organisation, including the assessment of transport issues at strategic and local levels.
- Experience in transport strategy development, writing, and implementation, policy formulation and review, monitoring, and detailed analysis of information.
- Experience of report writing and presenting information to Members of the Council and the public.

Level B (in addition)

- Experience of managing the commissioning and delivery of complex transport consultancy work.

- Experience in the planning and delivery of major local transport schemes, including highway interventions to enable development or inward investment opportunities.
- Experience of undertaking a lead role in formulating complex written documents, such as technical reports and proofs of evidence

Level C (in addition)

- Proven experience in the planning and delivery of strategic transport projects and producing reports and recommendations for policy or decision making.
- Experience as a lead technical officer or expert on key corporate/stakeholder project groups for strategic developments, including cross border schemes, or major regeneration projects.
- Experience as an expert witness, providing evidence and undergoing cross-examination in planning inquiries or examinations
- Experience of designing and implementing service improvements and innovations and facilitating the acquisition of skills and knowledge across a team, to improve service delivery.

Skills

Level A

- Highly developed communication skills with an adaptable oral and written communication style, able to convey complex information clearly, confidently and effectively to both technical and non-technical audiences with diplomacy, tact, sensitivity, and assertiveness.
- Ability to build and maintain effective, supportive and empathetic working relationships with a wide range of stakeholders, including government agencies, developers, consultants, and local transport groups.
- Excellent analytical skills and the ability to apply technical skill and judgement in the development and implementation of policy, as well as the evaluation of solutions to complex development issues and network problems.
- Ability to manage time effectively, prioritise work, and plan own workload independently, setting appropriate objectives and meeting deadlines.
- Project management skills and the ability to deliver projects and work in partnership with other agencies and stakeholders.
- Strong negotiation skills to resolve conflicts and secure support and commitment to a course of action or different way of thinking by presenting ideas convincingly and persuasively, reaching agreements that align with strategic transport objectives
- Excellent understanding of IT systems and their application to transport planning functions, with good skills across MS Office (Word, Excel, Outlook, PowerPoint, Teams) and specific knowledge of GIS applications.

Level B (in addition)

- Ability to lead work in the development and implementation of research and analytical techniques, with demonstrable outcomes in informing transport planning policy and/or decision making.
- Ability to make best use of resources, effectively managing budgets, information, and contract letting, considering health and safety issues.
- Ability to work with challenging audiences or conflicts, delivering clear and considered communications, demonstrating an understanding of differing opinions, and representing the Council with high levels of professional integrity.

Level C (in addition)

- Ability to design and implement innovative research and analysis projects and techniques with demonstrable outcomes for policy development, decision making, and/or service delivery.

- Ability to act as a professional technical expert witness or technical lead representing the Council in legal planning settings, and/or high-profile negotiations and strategic meetings.
- Ability to identify and analyse critical strategic issues and propose potential solutions to the Council.
- Ability to contribute to significant service reviews and improvements, and/or development of skills and technical experience of team members, meeting the objectives and needs of the wider Planning Service.