

## Job Description

Job title	Principal Transport Planner – Land Use
Directorate	PLACE : Regeneration, Community and Culture
Division	Transport & Parking Service
Range	MPR 6
Reports to	Sustainable Transport Manager

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### Main purpose of the job:

Assess the highway and transport aspects of new development proposals and planning applications and provide expert written and verbal advice to the Council's Planning Service and Members of the Planning Committee, ensuring this work is undertaken in accordance with service requirements and the policies of the Council.

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

### Accountabilities and outcomes:

- Work to secure high-quality, sustainable developments with mitigation of wider impacts where appropriate.
- Input within all stages of the planning process, including pre application discussion, planning appeals, and the discharge of transport-related planning conditions and Section 106 obligations.
- Ensure a smooth transition from planning approval to the formation of Section 38/278 agreements (undertaken by others).
- Undertake an intelligent client role in managing specialist consultants developing and maintaining the Council's strategic transport model and facilitating its use internally to support the Council's transport planning function, and by third parties external to the organisation.

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 Sustainable Transport Manager

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 or equivalent qualification or experience.

#### Level B (in addition)

- Certificates relating to formal training and development in the operation and design of the service area.

#### Level C (in addition)

- Post graduate course or other evidence of a qualification relating to transport planning.
- Membership of a relevant professional institute.

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### Knowledge

#### Level A

- Knowledge of national transport and highway policy, guidance and frameworks, together with relevant legal and financial constraints.
- An understanding the role and responsibilities of the Highway Authority in respect of the planning process at national and local level and how this fits into the political environment, with a commitment to cross boundary and team working.

#### Level B (in addition)

- Knowledge of highway design criteria and highway adoption process.

#### Level C (in addition)

- Knowledge of how transport modelling is used to evaluate development options, Transport Assessments, Transport Statements and Travel Plans.
- Knowledge of highways development control processes, supporting transport funding bids and policy development across a specialist area.

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### Experience

#### Level A

- Direct, demonstrable experience of working in a transport role in a local authority, public body or similar organisation, including political awareness, partnership working and best value principles.
- Demonstrable experience of providing general information, advice and guidance on established internal procedures in relation to the sustainable transport remit.

#### Level B (in addition)

- Extensive experience of assessing the transport aspects of planning applications and the preparation and presentation of reports.
- Demonstrable experience of working in a local government setting in a position with exposure to the public and regular contact with chief/senior local government officers, elected members, and government officials, building and maintaining productive working relationships and providing advice both formally and informally and as part of public Council meetings.

#### Level C (in addition)

- Experience of planning and delivering transport planning projects and monitoring performance.
- Experience of supporting transport strategy development, transport business cases and partnership working.

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## Skills

### Level A

- Competent user of standard ICT packages i.e. Word, Excel, Outlook and Powerpoint.
- Demonstrable ability to progress a series of activities within recognised guidelines making frequent decisions without ready access to more senior officers except for advice on policy or resource issues.
- Demonstrates the ability to work all or most of the working day being alert to risks or checking of documents or equivalent.
- Can demonstrate dexterity, co-ordination or sensory skills, where there is high demand for precision in the use of these skills.
- Demonstrable ability to provide general information, advice and guidance on established internal procedures in relation to human resources.
- Demonstrates the ability to deal with periods of hours at a time (e.g. a morning or afternoon) undertaking repeated manual calculations or other work with figures, or report writing or preparing for a presentation.
- Demonstrable ability to deal with high levels of work-related pressure, for example from deadlines, interruptions or conflicting demands, and prioritise complex workloads effectively.
- Developed organisational and communication skills with the ability to manage work programmes and present complex and/or sensitive information in an understandable way, using a variety of methods across a range of audiences.
- Demonstrable ability to use analytical skills to interpret complex information and situations, including the ability to negotiate and influence in a credible, persuasive way.
- Able to build and develop productive teams, setting clear objectives and identifying better ways of working, managing change effectively.
- Develops solutions or plans which take several months up to a year to formulate.

- Undertakes work that requires a range of imaginative solutions and responses and involves application of fresh and innovatory thinking.
- Excellent communication and presentational skills tailored to meet the needs of a wide range of audiences and stakeholders, including elected Members.
- Able to make best use of resources, effectively managing budgets, information and contract letting taking into account health and safety issues.

#### Level B (in addition)

- Demonstrable ability to provide advice and guidance on the operation of established internal policies and procedures in relation to transport. This may include interpretation of policies and procedures to meet specific circumstances or problems.
- Demonstrable ability to contribute to budget setting and/or negotiating savings and efficiencies in contracted services.
- Able to manage complex projects, assessing and taking account of known risks, able to adapt to changes and problems along the way.

#### Level C (in addition)

- Demonstrable ability to analyse and interpret varied and complex information or situations, develops solutions and/or strategies that take more than a year to formulate.
- Demonstrable ability to write and produce detailed reports and support the production of procurement documentation without ready access to more senior officers except for advice on policy or resource issues.