

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: Regeneration	SERVICE GROUP: Planning, Transportation & Highways
POST TITLE: Senior Transport Planner	REPORTS TO: Infrastructure & Local Plan Implementation Team Leader,
GRADE: PO2 – PO4	SAP POSITION NUMBER :

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes. **Please see the separate guidance information on how to complete the form located on Bradnet.**

Key Purpose of Post:

- Working strategically across West Yorkshire and the Leeds City Region to provide technical expertise, support, advice and guidance to enable to Council to deliver its responsibilities across a range of transport planning functions.
- Carry out investigations, feasibility studies, prepare concept designs, transportation studies, transport assessments and modelling, sustainable and integrated transport studies of alternative solutions to transport related issues to support a wide range of strategic planning and fund bidding documents.
- Co-ordinate and contribute to the development and delivery of the West Yorkshire Local Transport Plan (LTP) and its Implementation Plans, to other strategic work streams including the West Yorkshire+ Transport Plan and to various submissions for Government and other external funding streams.

Main Responsibilities of Post:	
1.	Carry out Investigations, transportation studies, transport assessments and modelling, feasibility and concept studies/Designs, sustainable and integrated transport studies of alternative solutions to engineering and procurement problems public engagement and consultation, assessments, procurement and project management on a variety of highway and transportation schemes including casualty reduction, traffic management, integrated transport, public transport and civil engineering projects for programmes undertaken by the service on behalf of internal and external clients in particular schemes as may arise from the Local Transport Plan, Single Transport Plan other capital and revenue budgets and external funding sources locally, regionally and nationally. .
2.	Prepare feasibility designs, calculations, budget estimates, outline programmes, project briefs, work instructions and commissions for consultants or other Service units as appropriate in line with the Council's Contract Standing Orders using framework arrangements or specific commissions.
3.	Initiate, develop, promote and monitor a number of transport planning projects on behalf of the Council.
4.	Provide independent judgement, advice and guidance based on evaluation and analytical skills to produce alternative solutions to a wide range of complex engineering, transport planning and procurement problems. Formulate recommendations and solutions appropriate to technical specialism including but not limited to, the provision of advice related to improvements secured through legal agreements with third parties.
5.	Undertake and certify the acceptance of technical checks of transport planning information provided by third parties as being in accordance with established standards and the Council's requirements.
6.	Co-ordinate and contribute to the development and delivery of the West Yorkshire Local Transport Plan (LTP) and its Implementation Plans, to other strategic work streams including the West Yorkshire+ Transport Plan and to various submissions for Government and other external funding streams.
7.	Undertake checking and evaluation of the following: <ul style="list-style-type: none">• Consultation documents, questionnaires, exhibitions and displays• Diagnostic and survey data• Design briefs, data and preliminary/details highway scheme designs• Transport appraisals and modelling• Bid documents• WY+TF project gateway submission documents.
8.	Manage and contribute to the leadership of all necessary data acquisition, inspections, surveys and assessments in connection with the role and undertake investigations appropriate to area of expertise including where appropriate with other public bodies. Prepare high quality written documents, statistical analysis and correspondence and maintain such manual or computerised records as necessary for the efficient and accountable operation of the Service.

9. Be competent in the use of appropriate technical software necessary for carrying out your duties and recommend appropriate improvements to office systems. Use appropriate modelling techniques to develop documentary evidence for programme determination and decisions including but not limited to strategic, accessibility and transport modelling.
10. Prepare and present committee reports for Executive, Scrutiny, Constituency Area and other committees. Draft briefs for Members and Senior Officers. Attend Parish and Town Councils, Neighbourhood forum meetings. Attend and present evidence at public enquiries and Examinations in Public.
11. Continuously monitor legislation statutory instruments, Government guidance notes and other technical and advisory documents as required to ensure an efficient and up to date service. In so doing co-ordinate or assist with the formulation of the Council's responses to any new Government Legislation or guidance relation to Transport Planning matters.
12. Supervise and mentor junior staff including the Assistant Transport Planner/Engineer as well as placement students and apprentices , on technical and procedural matters based on a sound understanding of core transport planning principles and knowledge of the values of the Council thereby supporting the Team Leader – Development Plans in ensuring the proper discipline, conduct, training, health and safety and welfare of the staff is maintained. Where required to do so deputise for the Team Leader – Development Plans in his/her absence.
13. Develop, programme and lead on delivery of engineering solutions and schemes working with the minimum of guidance. Proactively manage the progress of own workload using extensive project management skills and understanding of project management processes including that of any allocated staff, setting objectives, targets and ensuring effective decision making to deliver successful schemes or projects within defined budget and programme constraints with the minimum of guidance. Project manage external consultants and contractors to ensure delivery of project and services to agreed targets.
14. Develop, manage and monitor costs against budgets and financial targets initiating amendments

Structure:	
<pre> graph TD TL[Team Leader] --- A[Assistant Transport Planner / Transport Plr] TL --- B[Assistant Engineer / Engineer] TL --- C[Traffic Census Co-ordinator] TL --- D[Planning Obligations Monitoring Officer] A --- STP1[Senior Transport Planner] A --- STP2[Senior Transport Planner] A --- STP3[Senior Transport Planner] B --- STP1 B --- STP2 B --- STP3 C --- STP1 C --- STP2 C --- STP3 D --- STP1 D --- STP2 D --- STP3 A --- SPO[Senior Planning Officer X 2] A --- PO[Planning Officer] A --- PA[Planning Assistant] B --- SPO B --- PO B --- PA C --- SPO C --- PO C --- PA D --- SPO D --- PO D --- PA </pre>	
Special Knowledge Requirement: Essential for shortlisting.	
Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column	
	Essential
Carries out the working practices and procedures across transport planning functions or a number of specialist areas.	X
Uses knowledge, safety and environmental policies , procedures and regulations, including risk in own and or across other areas of work (including legislation) in a transport planning and highway related context.	
Uses a range of specialist ICT systems across own work area and or across other areas of work.	X
Oversees or contributes to the management of a budget , keeping costs within agreed levels for own section/team	
Uses, interprets, analyses and communicates complex information from a variety of sources	X
Able to analyse complex problems or those with elements of political sensitivity and generate a number of potential solutions.	X
Effectively communicates and engages with individuals and groups	X
Able to draft complex or non-standard letters, emails and reports in a logical manner.	
Provides information to support higher level decision making / decision making by more senior management.	
Able to involve partner organisations in the problem solving activity.	
Relevant experience requirement: Essential for shortlisting	

<ul style="list-style-type: none"> • Minimum of 2 years' experience in a senior capacity in a large engineering or transport planning organisation. • Evidence of continuing professional development.
Relevant professional qualifications requirement: Essential for shortlisting
<ul style="list-style-type: none"> • Incorporated Engineer status <u>OR</u> evidence of completion of passing the Internal Transport Planning Professional Training Review. • This is a Career Graded post. Accelerated entry onto Career Grade with higher level qualifications (see "Engineering Career Grade: Responsibilities and Remuneration Package at Appendix 1)
Core Employee competencies at manager level to be used at the interview stage.
Carries Out Performance Management – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately to a high standard.
Communicates Effectively - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.
Carries Out Effective Decision Making - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.
Undertakes Structured Problem Solving Activity - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.
Operates with Dignity and Respect - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.
Management Competencies: to be used at the interview stage.
Operates with Strategic Awareness Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.
Practices Appropriate Leadership Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do.
Delivering Successful Performance Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.
Applying Project and Programme Management Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.
Developing High Performing People and Teams Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.
Working Conditions:
<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability

Provisions.

- May be required to undertake work outside normal hours, including evenings, weekends and Bank Holidays.
- Progression through the Career Grade will be in accordance with the approved Career Grade (see “Engineering Career Grade: Responsibilities and Remuneration Package at Appendix 1).

Special Conditions:

None.

Compiled by:

A Marshall / R Gelder /
B Dev

Grade Assessment

Date:

12/01/16

Post Grade:

PO2 to PO4 (Career grade)

Date: December 2015

APPENDIX 1: ENGINEER CAREER GRADE RESPONSIBILITIES AND REMUNERATION PACKAGE

The responsibilities of an individual at different levels of the Engineer Career Grade (see below) relate to the following requirements at the specified level.

Senior Transport Planner – PO3

- Provide independent judgement, innovative advice and guidance based on evaluation and analytical skills to produce alternative solutions to a wide range of complex engineering problems, formulate recommendations and solutions and deputise for the Team Leader – Development Plans from time to time.
- Assist the Team Leader – Development Plans and where appropriate lead on the planning and managing of service improvements based on a performance management framework and communicate progress to customers and partners.

Senior Transport Planner – PO4

- Arrange and chair contractual, progress and liaison meetings to pro-actively deliver allocated schemes.
- Mentor technicians and engineers on technical and procedural matters based on a sound understanding of core engineering principles and knowledge of the values of the Council.

Senior Engineer Posts

Scale	Designation	Qualifications and Experience
PO2	Senior Transport Planner	<ul style="list-style-type: none"> • HNC/D in Civil Engineering (pre-1999 intake) or related discipline <u>OR</u> BSc (Hons) in Civil Engineering (post 1999 intake) Or related discipline <u>OR</u> NVQ Level 6 in Civil Engineering <u>OR</u> other qualification certified by the Engineering Council UK as academic base for Incorporated Engineer status • Incorporated Engineer status <u>OR</u> Further Progression with Internal Transport Planning Professional Training Review • Band 2 Engineering Competencies demonstrated at minimum 'Good' Level
PO3		<p>As PO2 <u>plus</u>:</p> <ul style="list-style-type: none"> • NVQ Level 4 in Management or CMS • Further Progression with Incorporated Engineer Status <u>OR</u> Further Progression with Internal Transport Planning Professional Review <u>OR</u> Chartered Membership of the Institute of Logistics and Transport <u>OR</u> ICE Career Appraisal for Chartered Civil Engineer Professional Review. • Band 3 Engineering Competencies demonstrated at minimum 'Good' Level
PO4		<p>As PO3 <u>plus</u>:</p> <ul style="list-style-type: none"> • M.Eng degree (post 1999 intake) in Civil Engineering <u>OR</u> B.Eng(Hons) Degree in Civil Engineering (pre-1999 intake) <u>OR</u> Technical NVQ Level 7 in Civil Engineering <u>OR</u> other qualification certified by the Engineering Council UK as academic base for Chartered Engineer <u>OR</u> MSc in Transport Planning accredited by the Transport Planning Society as suitable academic base for TPP Qualification PLUS NVQ Level 5 in Management • Chartered Engineer status <u>OR</u> Transport Planning Professional Qualification <u>OR</u> further progression with Chartered Membership of the Institute of Logistics & Transport. • Band 3 Engineering Competencies demonstrated at minimum 'Informed' level.

