

Senior Transport Planner

JE Code: JE2615



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| **Values – We are dedicated, respectful, collaborative, we are Milton Keynes City Council** | |
| **Service:** | Highways |
| **Reports to:** | Traffic and Transportation Manager |
| **Job Family:** | Professional and Technical |
| **Grade:** | H |
| **Political restricted:** | N |
| **Date:** | February 2024 |

**Key Deliverables**

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| 1 | To provide transport policy expertise and lead on the research, development, agreement and implementation of new transport policies and strategies. |
| 2 | Support the Traffic and Transportation Manager in the identification, development and prioritisation of walking and cycling schemes that will help encourage greater use of active travel modes in line with the council’s objectives. Support in the development and implementation of the Local Transport Plan 5, including drafting, engagement, reporting, communications and approvals. |
| 3 | Contribute to the development of an ongoing programme of passenger transport infrastructure improvements across the city in order to achieve key targets for passenger growth, including priority measures, waiting facilities and information and ticketing initiatives. |
| 4 | Contribute to the identification, development and prioritisation of car parking initiatives that will help encourage better utilisation of the council’s car parking stock across Milton Keynes in line with the council’s objectives. |
| 5 | Assess outputs from the council’s Multi-modal Transport Model to identify and prioritise highways interventions that will be required to accommodate future growth. |
| 6 | Work with the council’s Head of Transport Innovation to identify and prioritise opportunities for delivering technological interventions that support the delivery of the council’s transport plans, with an emphasis on the automated collection, analysis and dissemination of transport data. |
| 7 | Develop effective, strong partnerships with transport operators, businesses, developers and other stakeholders to ensure that shared objectives are in place that help secure the delivery of effective transport services and infrastructure schemes. To engage with developers and internal colleagues within development control to secure contributions towards schemes that help deliver the council’s transport plans. |
| 8 | Proactively identify funding opportunities from other sources that will help secure investment into transport infrastructure in Milton Keynes, and to manage the preparation of business cases to secure funding for delivering interventions. |
| 9 | To have budget management responsibility for external grant funding secured through the above routes and to be responsible of the reporting of delivery, spend and outcomes to the relevant funding bodies for these projects. |
| 10 | To work autonomously and to manage their own workloads and priorities and to also manage these for the projects they will oversee |
| 11 | Provide leadership and coaching to members of the Transport Policy Team and Deputise for the Traffic and Transportation Manager as appropriate. |
| 12 | Prepare and present reports to committees, panels etc as appropriate and provide advice and support and take any consequential action necessary. |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs*

**Essential Requirements (key skills & qualifications)**

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| 1 | Post Graduate qualification (or similar) in a related field. Eligible to be a full member of a relevant professional body (e.g. CILT, ICE, IHT). Extensive knowledge of traffic and transportation issues relating to passenger transport, active travel, highways, parking and taxis and scheme prioritisation methods, including DfT Webtag. |
| 2 | Ability to demonstrate management, motivation and leadership skills and the ability to coordinate the work of others, including internal staff and external consultants. |
| 3 | Knowledge of and ability to apply project management techniques. |
| 4 | Ability to interpret complex, and sometimes conflicting data, in order to develop suitable strategies for the delivery of a comprehensive and inclusive transport network. Ability to present them to a range of audiences, from the general public to fellow transport practitioners. |
| 5 | Proficient IT skills in the use of Word, Excel, Project, and PowerPoint. |
| 6 | Significant understanding of planning and development control procedures and requirements, as they relate to seeking contributions, either physical or monetary, towards improving the passenger transport offer. |
| 7 | Research skills and an ability to remain up to date with current transport legislation, advice and initiatives. |
| 8 | Knowledge of Local Authority governance arrangements and procedures. |
| 9 | Understanding of “political” dimensions and issues surrounding transport interventions. |
| 10 | Ability to interpret outputs from transport models and undertake risk assessments of transport strategies and to identify and communicate mitigation measures. |
| 11 | Knowledge of Planning guidance. |

Job Family

Job Family

Professional/Technical

Grade H

Professional/Technical

Grade I

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| **Colleagues expectations**   * Be professional at all times * Work together for the good of the team, council and local people * Promote a supportive culture * Challenge assumptions * Take ownership * Be willing to change and do things differently * Always work in a safe manner | **Managers expectations**   * Be a role model by displaying positive behaviours at all times * Make well-considered decisions * Support, coach and communicate with my team * Be accountable for my team’s performance |

Professional/Technical job holders rely upon their deep knowledge of the specialism or discipline in which they work to carry out vital tasks and provide authoritative advice to others. Often developing within recognised career paths, their evolving expertise sees them bear increasing responsibility for managing Council assets, the development of policies and procedures and the strategic direction of the functions they support.

This element of the profile, taken from the job family descriptor for this grade, provides a general understanding of the level of work and demands required.

**Role characteristics**

At this level roles will have many day-to-day professional, technical and management issues to deal with but must also take a longer-term view of the service sector they support, assessing its changing needs and demands and making significant contributions to resource planning. This will see job holders dealing with serious issues without recourse to managers and making autonomous decisions based upon their specialist knowledge and dedicated experience.

**The knowledge and skills required**

The broad knowledge requirement needed to deal with the technical and business challenges of roles is usually underpinned by an appreciation of the theoretical basis of the particular discipline such that job holders can fall back on the first principles of their specialism to make decisions and offer advice.

This level of knowledge is often indicated by the need for a degree level education in the relevant field, but for some roles this is substituted by a significant level of on the job training and focussed experience such that the level of expertise confers a similar level of authority.

While the majority of roles will have demands for manual dexterity in relation to typing and similar functions, other jobs at this level will use a range of equipment requiring precision in their use and handling.

**Thinking, planning and communication**

Job holders will use their professional expertise to deal with complex, pressing issues on a day to day basis, but will also look well ahead and take a more strategic view of their project and service delivery objectives, shaping their teams’ composition, approach and operating procedures in accordance with wider service goals mandated by Service management.

At this level, the information exchanged with internal and external colleagues, and members of the public will call for developed communication skills on the part of the job holders. Matters will be technically complicated, requiring careful explanation, or sensitive, requiring significant listening skills to interpret information and provide appropriate advice.

**Decision making and innovation**

Job holders will have the freedom to interpret policy and broad operating guidelines in order to shape their teams’ detailed approach to meeting their corporate objectives and targets. They will deal with escalated, multi-faceted problems independently and will tend to only consult their manager on fundamental policy or resource issues.

**Areas of responsibility**

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

External facing roles will focus on the needs of people, whether external service users or partners and will be responsible for high impact decision making and the implementation of appropriate programmes on behalf of individuals or groups of people or enforcement of regulations which have direct and significant consequences upon those served. Such roles are likely to have at least one other elevated level of responsibility for such elements as finance, information assets, equipment or premises.

Internal roles are likely to have this pattern reversed, with the weightiest responsibility for highly valuable or significant financial and non-financial assets, but somewhat less accountability for the assessment of needs of individuals and groups.

Jobs will generally have formal line management responsibility and will not only allocate and check work, but also be directly involved in assessment, recruitment, and other human resource related procedures. Posts that do not have this level of managerial responsibility are likely to have compensatory levels of accountability in relation to the users of Council services, finance or other major asset(s).

**Impacts and demands**

Tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

The combination of both tactical and strategic matters that job holders deal with means that roles are inherently complex, demanding of lengthy periods of concentrated mental attention while also managing high levels of work-related pressure.

Duties of jobs at this level will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Job holders find themselves exposed to some disagreeable, unpleasant or hazardous working conditions. Particularly when the needs of their specialism require them to work on external sites exposed to the weather, in or around refuse and waste plant, close to particularly noisy machinery and in similar environments.

Other jobs, such as enforcement roles, may also see job holders exposed to verbal abuse and threatening environments. In all cases, job holders will minimise risk and conform to health and safety regulations to mitigate any negative effects of such exposure.