

Transport Planner - Highways

JE Code: JE0430

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| **Values – We are dedicated, respectful, collaborative, we are Milton Keynes City Council** |
| **Service:** | Highways & Transportation  |
| **Reports to:** | Strategic Lead Transport Policy and Planning |
| **Job Family** | Professional and Technical |
| **Grade:** | F  |
| **Political restricted:** | N |
| **Date:** | March 2024 |

**Key Deliverables**

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| **1.** | To promote ‘Smarter Travel’ choices, in all its forms and to develop, coordinate and deliver Travel Planning with the aim of securing an increased take up of smarter travel choices (sustainable travel) amongst the business community, schools and residents in order to deliver a reduction in single occupancy car journeys into and within Milton Keynes.  |
| **2.** | To deliver the Council’s Sustainable Transport programme to ensure that it is promoted with Members, Senior Management, Partners and Stakeholders. Liaising regularly with the relevant departments to ensure that Travel Plans and sustainability is a key transport component of all new development, and ensure effective delivery of Travel Plans. |
| **3.** | To help provide specialist advice on sustainable transport to Councillors, Senior Officers and external bodies and recommend initiatives and strategies that will realise the delivery of the Council’s growth agenda in a sustainable way. |
| **4.** | To advise on and co-ordinate the development of business, school and residential Travel Plans in association with both new and existing developments and to maintain and operate a Travel plan database for the purpose of monitoring progress towards the council’s targets. To provide advice on Travel Plans for developments within Milton Keynes and to maintain a database of such Travel Plans to enable progress towards targets to be monitored. Coordinate a response with the Highways Development Control function in order that sustainable transport initiatives are fully integrated into the general highway comments to planning colleagues and developers. |
| **5.** | To deliver Travel Plans for third parties such as schools, businesses or developers where they have paid the council to deliver this service on their behalf, or funding has been secured for this purpose through the planning system. Liaise with other council services such as road safety, passenger transport, public health and cycle training colleagues as part of this. |
| **6.** | To contribute to the efficient co-ordination of the work across the council in supporting sustainable travel choices, and to assist with the implementation of measures to support the Council’s own travel plan. |
| **7.** | To report using the council’s Travel Plan database on the production and performance of Travel Plans in respect of reduction in the need to travel and use of sustainable transport alternatives.  |
| **8.** | To develop the council’s Smarter Choices strategy which sits within the Local Transport Plan, and assist in identifying robust targets and an effective monitoring process in order to measure progress. Work with transport colleagues to identify opportunities for increasing walking, cycling, and public transport usage in order to meet those targets. To help organise and undertake promotional events to raise the profile of Smarter Choices and as part of Travel Plan delivery, and to manage any related incentive programmes  |
| **9.** | To develop, implement and maintain a Travel Plan for Milton Keynes Council and initiate and promote schemes, which encourage, and afford the opportunity for, employees to adopt more sustainable modes of travel.  |
| **10.** | To monitor budgets for which the post holder is responsible and assist with the preparation of bids for external funding when required. |
| **11.** | To provide the team’s input to the Local Plan on travel planning issues, such as parking standards, suggestions for conditions or obligations and standard clauses for planning agreements |
| **12.** | To provide the travel plan inputs to the Local Transport Plan and to assist the Head of Traffic and Transportation with its preparation |
| **13.**  | To manage the content of the relevant travel plan webpages on the GetAroundMK website |

*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.** | Degree or equivalent in a related subject. Knowledge of all key aspects of sustainable transport and the ability to apply National, Regional and Sub-Regional guidance at a local level. |
| **2.** | Knowledge of the processes involved in developing and implementing agreements under planning legislation in order to obtain contributions towards transport mitigation measures. |
| **3.** | Knowledge and application of planning and development control procedures, guidance and requirements.  |
| **4.** | Ability to advise on sustainable transport issues and undertake negotiations with developers and their agents on such matters. |
| **5.** |  Relationship building, influencing and communication skills with partners and external stakeholders. Ability to apply a range of negotiation and persuasion skills to suit differing circumstances. |
| **6.** | Knowledge and experience in the delivery of successful travel behaviour change techniques and of best practice approaches to changing travel behaviours |
| **7.** | Ability to write reports on complex strategic issues and the ability to present them to a range of audiences, from the general public to fellow transport practitioners. |
| **8.** | Proficient IT skills in the use of Word, Excel, Project and PowerPoint. |
| **9.** | Ability to interpret complex, and sometimes conflicting data, in order to develop suitable strategies for the delivery of a comprehensive and inclusive transport network. |



Job Family

Professional/Technical

Grade F



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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
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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 with dedicated specialist qualifications or an equivalent level of direct experience in their particular field, job holders deal autonomously with complex issues, analysing and forming judgements about not only their own technical or professional specialism, but also the attendant resource, finance, planning and similar issues that combine to challenge the job holder.

**The knowledge and skills required**

The range of knowledge required for these roles includes an understanding of the policies and procedures across the specialist area in which job holders work, as well as a solid underpinning of technical knowledge gained through dedicated formal education.

Job holders will have been working within the specific field for a reasonable time, such that they have been exposed to many of the routine and more unexpected circumstances of their role.

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

**Thinking, planning and communication**

The situations and problems dealt with at this level will be increasingly complex, involving several information streams where analytical and judgemental skills will be needed to interpret information correctly and determine optimum solutions.

Job holders will have plenty of day-to-day issues to contend with, they will also need to plan some months ahead to achieve medium term objectives in such areas as project support or service development.

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 autonomy to adapt specific approaches to better meet medium term objectives. They will be bound by the recognised procedural framework of their specialism as it is managed by the Council but will decide when and precisely how duties are to be carried out. They will also deal with problems (often escalated to this level) for which there are no set-down routes to a solution other than broad service practice guidelines.

**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 only modest levels of responsibility for finance, information assets, equipment and/or premises.

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

Jobs will have supervisory responsibility for the work of others and will be accountable for the quality and timeliness of outputs, whether related to the work of internal teams or temporary external contractors, volunteers or others.

**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 problem solving and decision-making elements of these jobs mean that job holders require lengthy periods of enhanced mental attention to attend to duties, while also dealing with deadlines, interruptions and conflicting demands.

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 Professional Technical 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.