

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Highways and Transport Planning Manager

Highways and Transport - Place, Economy & Environment
Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.



West
Northamptonshire
Council

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

Purpose and impact:

The Highways and Transport Team provide statutory services that all residents of West Northamptonshire use. The team is responsible for providing a safe road network that operates efficiently and effectively, providing strategic direction for the future development of highway assets, public transport, active travel and all road users, being mindful of budget constraints, legislation and the sustainability agenda. The team also fulfils the County's duty to ensure the safe travel of eligible students to school.

The role leads the Highways and Transport Planning Team, with responsibility for development of highways and transport strategies, most notably the Local Transport Plan. As part of this the post holder leads on the development, delivery and monitoring of strategic transport policies and proposals, including applications for funding. The post holder will provide expert advice on strategic transport matters, supporting the work of other council teams and contributing to the plans and activities of other external partners.

Accountable to:

This role is accountable to the Transport Strategy and Development Manager, responsible for the direct line management of 4 officers. The role sits within the Highways and Transport Service, part of the Place, Economy & Environment Directorate in West Northamptonshire Council.

Responsibilities:

1. To contribute to the Council's Net Zero pledge to cut our own emissions to net zero by 2030 and those of our residents and business by 2045 by managing the preparation and monitoring of the Council's Local Transport Plan, a statutory document which forms part of the Council's Budget and Policy Framework; involving public and stakeholder consultation, plan writing, environmental assessment and democratic process. As well as providing an overall policy context, the plan also secures central government funding towards its implementation.
2. To manage the preparation, evidence gathering, programming and funding of other strategies for infrastructure and transport service improvements such as the Bus Service Improvement Plan, Local Cycling and Walking Infrastructure Plans, Electric Vehicle Strategy and Active Travel Strategy.
3. To manage the preparation of a forward programme of transport schemes to deliver the Local Transport Plan and the Council's other objectives and priorities which relate to transport, co-ordinating and where necessary bidding for the funding available from various sources including Local Transport Plan block funding, other government grants and developer contributions; and maintaining oversight of the ongoing delivery of the programme/project.

4. To manage the Highways and Transport Planning Team, including management of the team budget, motivation and retention of staff.
5. To work with Council's Planning Policy Team(s), developers and other stakeholders to provide transport planning advice as part of the preparation of Local Plans and master-planning of new housing, commercial and regeneration sites; to support the (highways) Development Management Team(s) as necessary during the processing of the subsequent planning applications and negotiations for developer contributions; to represent the Council's case at appropriate planning committees and examination/inquiry sessions; and to manage the Council's transport models.
6. To work with key organisations such as England's Economic Heartland, National Highways, Network Rail/Great British Railways, Active Travel England and bus operators to ensure that the Council's transport policies and investment plans are integrated in their work.
7. To represent the Council in sub-regional and national fora, including as a member of the England's Economic Heartland Transport Officer's Group and to respond on behalf of the Council to consultations from adjoining authorities, sub-regional and national organisations.
8. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
10. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Proven project management skills and ability to deliver projects working in partnership with other agencies and stakeholders.	E	I
Proven Budget management skills.	E	I
Ability to work on own initiative and apply creative and innovative thinking to projects, and emerging strategies.	E	I
Excellent interpersonal skills with the ability of communicating effectively at all levels and of presenting ideas on service issues to colleagues and the community.	E	I
Rational and innovative approach to problem solving and decision making.	E	I
This is applicable to all roles in WNC that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	E	A/I

Knowledge:	Essential / Desirable	Measured by
Expert knowledge of the UK transport planning policy and practice, as well as transport strategy and business case development.	E	I
An understanding of traffic modelling and the ability to interpret outputs.	D	I
Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	E	I

Relevant experience:	Essential / Desirable	Measured by
Professional with extensive transport planning or policy experience.	E	A, I
Experience of the structure of Local Government and working with members.	E	A, I
Experience of writing Local Transport Plan and other transport strategy documents, writing, and public consultation.	E	A, I
Experience of managing a diverse workforce, with demonstrable ability to motivate and inspire others to achieve high performance outcomes and positive working relationships and an open and flexible management style.	E	A, I
Experience of writing and managing funding bids to central government departments.	E	A, I
Experience of managing transport projects.	D	A, I
Experience of contributing to the Local Plan process.	D	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Educated to Degree Level/NVQ 6 or equivalent	E	A
Membership of a relevant professional institution and/or demonstration of significant continuing professional development.	D	A
Postgraduate qualification in transport planning or significant relevant and practical experience in this area.	E	A

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Hours:	37 hrs / Week	Primary work base:	Northampton
Job family band:	RT10	Worker type:	Part-flexible
Salary range:	£52,194-£55,943	Budget responsibility:	c £4m / year figure]
People management responsibility:	4		

Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home). The post holder should be able to attend occasional evening meetings.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.

V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

