

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

Job description and person specification

# Senior Highways and Transport Planner

Highways and Transport - Place, Economy and Environment

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 will support the development and implementation of transport policies and strategies, most notably the Local Transport Plan and associated documents, to ensure that both current and future problems on the transport and highway networks are dealt with in the most effective manner in accordance with the Council's wider goals and objectives. The postholder will work closely with a range of stakeholders at local, regional and national levels and will play a role in ensuring that the Council maximises its external funding for transport infrastructure and service improvements.

## **Accountable to:**

This role is accountable to the Highways and Transport Planning Manager. The role sits within the Highways and Transport Service, part of the Place, Economy and 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 supporting 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, and undertaking transport studies. In addition, support the development of other specific strategy documents such as Local Cycling and Walking Infrastructure Plans.
2. To represent the Council as local highway and transport authority in the preparation of Local and Neighbourhood Plans, so that they are aligned to the Council's transport policies and appropriate mitigation measures are included; including (where appropriate) the preparation of more detailed evidence and studies; including (where appropriate) the representation of the Council's case at appropriate planning committees and assisting at examination/inquiry sessions.
3. To gather and analyse data, to inform transport planning policies, decisions and reports. This would include the use of data from transport models, and working with consultants and third parties to obtain and interpret data.
4. To generate ideas for highway and transport improvement schemes which will deliver the Local Transport Plan and the Council's other objectives and priorities which relate to transport, where necessary preparing funding bids for specific schemes available from various sources including Local Transport Plan block funding, government grants and developer contributions. This may involve

working with consultants to undertake the technical work to support a bid or contributing transport advice to a bid being developed elsewhere in the Council.

5. To lead on the development and/or delivery of specific smaller projects or studies, or assisting the Highways and Transport Planning Manager with more complex projects or studies, working with partner organisations and stakeholders where necessary, in order to meet the objectives of the Local Transport Plan and other strategies.
6. To represent the Council in local, sub-regional and national fora, including attendance at England's Economic Heartland working groups as required.
7. To respond on behalf of the Council to enquiries and consultations from adjoining authorities, sub-regional and national organisations; including reviewing policy and strategy documents and making appropriate comments to seek their alignment with the Council's policies.
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
Ability to deliver projects and to work in partnership with other agencies and stakeholders.	Essential	A, I,
Ability to work effectively as part of a project team.	Essential	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, I
Ability to undertake research, write reports and present recommendations to colleagues and stakeholders.	Essential	A,I
Project management skills.	Desirable	A, I
Financial management skills.	Desirable	A, I

Knowledge:	Essential / Desirable	Measured by
Thorough knowledge of current transport planning policy practice and transport project development	Essential	A, I, P
Knowledge of transport modelling and economic appraisal	Desirable	A, I,
Knowledge of procurement of suppliers/contractors	Desirable	A, I

Relevant experience:	Essential / Desirable	Measured by
Professional with transport planning or policy experience.	Essential	A, I, P
Experience of the structure of Local Government and working with members	Essential	A, I,
Experience of working on transport projects	Desirable	A, I
Experience of contributing to the Local plan process	Desirable	A, I
Experienced in strategy writing and public consultation	Desirable	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Educated to Degree Level/NVQ 4 or equivalent experience	Essential	A, D
Membership of a relevant professional institution and/or demonstration of significant continuing professional development	Desirable	A, D

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:

<b>Hours:</b>	37	<b>Primary work base:</b>	One Angel Square
<b>Job family band:</b>	Regulatory and Technical	<b>Worker type:</b>	Part-flexible
<b>Salary range:</b>	£38,234 - £40,778	<b>Budget responsibility:</b>	None
<b>People management responsibility:</b>	N/A		

### 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.

We are open to discussions about flexible working.

## 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.

<b>T</b> Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b> High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b> Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b> Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b> Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b> 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.

