

## **Job Description and Person Specification**

### **Job details**

Job title:	Principal Transport Planner
Grade:	
Reports to:	Transport Strategy Manager
Responsible for:	Senior Transport Planner
Directorate and Service area:	Place & Economy, Highways & Waste

### **Purpose of the job (why the job exists)**

The job exists to develop and (where appropriate) implement transport policies and strategies, together with associated programmes of infrastructure and service improvements, to ensure that both current and future problems on North Northamptonshire's transport and highway networks are dealt with in the most effective manner in accordance with the Council's wider goals and objectives.

As an integral part of this role, the postholder will work closely with a range of stakeholders at local, regional and national levels and will play a leading role in ensuring that the Council maximises its external funding for transport infrastructure and service improvements.

### **Principal responsibilities (please make these concise and ideally no more than 8)**

1. Working as part of the Transport Strategy team, to lead on the preparation, monitoring and (where appropriate) implementation of specific strategies or other elements of the work programme within the Council's Local Transport Plan, a statutory document which forms part of the Council's Budget and Policy Framework, and other specific strategy documents such as Local Cycling and Walking Infrastructure Plans; involving public and stakeholder consultation, plan writing and the management of transport studies.
2. To represent the Council as highway and local transport authority to the preparation of Local 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; and the representation of the Council's case at appropriate planning committees and examination/inquiry sessions.
3. To act as client lead for the development of the Council's transport model(s), working with the consultants managing the model and other areas of the Council to ensure that appropriate information on development proposals and network changes is fed into regular model updates.
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, co-ordinating and where necessary bidding for funding for programmes of schemes or 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.

5. To lead on the development and/or delivery of specific 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, or deputising at the Transport Officer's Group.
7. To respond on behalf of the Council to 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.

### **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

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



**North  
Northamptonshire  
Council**

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Educated to Degree Level/NVQ 4 or equivalent	Membership of a relevant professional institution and/or demonstration of significant continuing professional development.
Experience and Knowledge	Professional with significant transport planning or policy experience.  Experience of the structure of Local Government and working with members.  Experienced in strategy formulation and writing, and public consultation.	Experience of managing transport projects.  Experience of contributing to the Local Plan process.  Experience of writing Local Transport Plan documents.
Ability and Skills	Project management skills.  Ability to deliver projects and to work in partnership with other agencies and stakeholders.	Financial management skills.
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors		

