

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Highways and Transport Planner

Highways and Transport Service – Place, Economy and 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'.

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.



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Purpose and impact:

To support the Highways and Transport Planning Team in developing and implementing transportation strategies across West Northamptonshire.

The role will develop the skills needed to investigate and evaluate transport trends across the district, using this knowledge to support the development of transport policy.

The role will be involved with the preparation, monitoring and delivery of local strategies related to the Council's Local Transport Plan, and developing transport evidence/policies to support West Northamptonshire's Local Plan, and the Council's regeneration proposals for Northampton.

Accountable to:

Highways and Transport Planning Principle Officer. The role sits within Transport Strategy and Development Management, part of the Highways and Transport Service within the Place, Economy and Environment Directorate in West Northamptonshire Council.

Responsibilities:

1. Contribute to the collection and analysis of transport data to inform transport policy for West Northamptonshire Council.
2. To contribute to the research, writing, and consultation of strategies related to the Council's Local Transport Plan with external stakeholders to determine appropriateness of initiatives.
3. To gather, analyse, and report monitoring data for the Local Transport Plan and other team projects to internal and external stakeholder groups.
4. 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.
5. To support timely responses to customer, MP and Councillor enquiries and feedback to ensure the Highways Service is consistently meeting corporate service standards.
6. To proactively generate reports, briefing notes and correspondence as directed across the Highways team.
7. To attend meetings with internal and external organisations, as and when required to provide information, and record considerations for further review in line with the Local Transport Plan and other Highways related projects.
8. To follow, at all times, all legislation such as Data Protection - GDPR, Freedom of Information (FOI) and Health & Safety at work.
9. 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.
10. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

11. 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
The ability to work effectively as part of a team	Essential	A, I
Verbal communications skills, able to clearly express ideas and instructions, and pay attention to verbal instructions.	Essential	A,I
Writing: displays a good level of ability; exhibits a clear & comprehensible writing style in line with Plain English principles	Essential	A,I
Time/priority management: good level of proficiency	Essential	A,I
Displays good attention to detail and accurate research skills	Essential	A,I
To work independently whilst using their own initiative	Essential	A,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.	Essential	A,I

Knowledge:	Essential / Desirable	Measured by
Knowledge and understanding of the purpose of Transport Planning Practice	Essential	A,I
Knowledge of the purpose and operation of Local Government	Essential	A,I

Relevant experience:	Essential / Desirable	Measured by
Experience of delivering good customer service	Essential	A, I
Experience of working in Local Government	Desirable	A,I
Experienced in strategy formulation and writing	Desirable	A,I

Education, training and work qualifications:	Essential / Desirable	Measured by
Educated to A 'levels' standard /or equivalent	Essential	A, I, D
Educated to Degree Level/NVQ 6 or equivalent	Desirable	A, I, 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.

Additional pre-employment checks specific to this role include: *Basic Disclosure*

Day-to-day in the role:

Hours:	37	Primary work base:	One Angel Square, Northampton
Job family band:	Regulatory and Technical – Band 04	Worker type:	Part-flexible
Salary range:		Budget responsibility:	None
People management responsibility:	None		

Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to worker 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.”

Should you require this document in another format or language, please contact: Careers@westnorthants.gov.uk

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.

